

# HOPE International School

## PARENT HANDBOOK



**HOPE Phnom Penh, North Campus**  
**+855 12 550 522**

**HOPE Siem Reap**  
**-855 78 210320**

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# INTRODUCING HOPE INTERNATIONAL SCHOOL

## HOPE VISION AND MISSION

The VISION for HOPE International School

Global-minded servant-leaders with a biblical understanding and application of knowledge, impacting the world for Christ.

( People of HOPE - Godly leaders worldwide)

Outcomes of our Vision

It is our desire at HOPE that each student will benefit spiritually from their time at HOPE. The outcomes of that Vision are,

### ***HOPE Students will be Global Minded***

- Have an international world view, and an awareness of life outside their passport culture
- Respect and appreciate all ethnicities as being created in the image of God
- Understand where they come from – that their identity is in Christ and culture comes second
- Know that every nation has a place and a value, and that the gospel is for everyone

### ***HOPE Students will be Servant Leaders***

- Want to make a positive difference, not always seen by others
- Are community builders
- Eagerly initiate appropriate/ responsible interaction to serve other's needs
- Know what God expects of a leader
- Understand and utilize spiritual gifts, talents and personal strengths

### ***HOPE Students will have Biblical Understanding***

- Know what the Bible says(essential truths and concepts), know what they believe and why they believe it, choose whether to own faith
- Understand other worldviews & faiths that are different to Christianity
- Recognise that there may be a range of Christian views on issues

### ***HOPE Students will be able to Apply their Knowledge***

- Critical thinkers who are sufficiently and appropriately challenged academically, being taught to question, assimilate, interpret and evaluate issues/worldviews in terms of Biblical truth

- Participate in Spiritual Disciplines, e.g. solitude, fasting, frugality, chastity, secrecy, sacrifice, study, worship, prayer, fellowship, confession, submission

Students achieve academic standards in line with international expectations in an effort to follow God's calling for their families in Cambodia and at HOPE.

## THE MISSION OF HOPE INTERNATIONAL SCHOOL

To support world missions by providing quality, Christ-centred educational services for families of international Christian workers

in Cambodia and surrounding countries.

( HOPE School – training servants for Christ(

Who are 'World Missions'?

World Missions, in the context of HOPE, include Christian, expatriate personnel who come to Cambodia through a sending agency or a supporting church. It also includes Christian development workers in Cambodia, as well as some families conducting business. Approximately 80% of our students are from expatriate mission families, 10% from Christian expatriate families and the remaining 10% from business families.

What are 'Quality, Christ-Centred Educational Services'?

Quality, Christ-centred educational services in this context means a Biblically based, western-style education system, with a Biblical worldview integrated throughout the curriculum.

As an international school we seek to meet the needs of a variety of families, coming from a range of countries. Our curriculum is taught in English and delivered by committed Christian teachers who aim to reflect the love of God in their relationships with the students, incorporating a biblical worldview into their teaching. All teachers have a professional teaching qualification in their home country.

High School Students successfully completing IGCSE and the IB Diploma, gain an internationally recognised qualification for entrance into university and often enter ahead of their peers.

Services include HOPE School campuses in Phnom Penh, HOPE School Siem Reap, and a Home School Support Unit.

# EDUCATION

## Education Philosophy

As Christians, we believe that each child is created as a unique individual and should be taught so that their gifts will be developed to bring glory to their Creator.

***Programs will promote both cooperative and independent learning, and special programs will be developed for those with additional needs. The conduct and relationships of all members of the school community should be intentionally Christ-like.***

It is our aim to ***develop students intellectually, physically, socially, emotionally, culturally and spiritually. In order to do so, we encourage students to evaluate, from a biblical perspective, what is learned and experienced in life. We hope to equip students with the necessary life skills and confidence for life including: thinking, studying, working, playing, creating, imagining and discovering.***

## Accreditation Bodies

ACSI: [www.acsi.org](http://www.acsi.org)

ACSI (Association of Christian Schools International) supports HOPE in enabling students to acquire wisdom, knowledge and a biblical worldview.

AERC: <http://www.asiaerc.org>

HOPE supports Home School families by partnering with Asia Education Resource Consortium (AERC), providing educational support, resources and testing services through a network of consultants.

Cambridge International Examinations: <http://www.cie.org.uk>

HOPE is an accredited Cambridge International Examination Centre offering IGCSEs (International General Certificate of Secondary Education) to students in Years 9 and 10.

International Baccalaureate (IB): <http://www.ibo.org>

HOPE is an IB World School, providing Year 11 and 12 students with the opportunity to gain an IB Diploma.

# CURRICULUM

HOPE acknowledges God as the Creator of all things and the source of all wisdom, truth and knowledge, as revealed in the Bible.

The curriculum is the deliberate and purposeful plan of instruction through a variety of learning experiences reflecting the values and ethos of HOPE School and is regularly reviewed to ensure the Vision and Mission of HOPE is sustained. It is

delivered in English and all students are expected to communicate in English at all times, unless instructed otherwise by their teacher.

Through the curriculum, students will be encouraged to:

wisely apply knowledge and understanding in their life,

fulfil the plans and purposes God has for them,

become a servant leader,

live as Christ lived in an attitude of worship to God,

aim for excellence in the development of their skills,

discover and develop their gifts to their full potential.

The educational program recognizes the educational and social needs of children from diverse cultures. An international core curriculum, compatible with the Australia, New Zealand, North American and United Kingdom education systems, is followed with all disciplines taught from a biblical worldview. The following subjects are taught: English (language arts), mathematics, science (physics, chemistry, biology), social science (geography & history), languages (Khmer, French, Korean and Spanish), the arts (music, visual art and design & drama), Christian perspectives, Christian Living, ICT (Information Communication Technology) and physical education (sport). Students requiring extra support with English may have additional English lessons rather than learning Khmer or French. We offer IGCSE (International General Certificate of Secondary Education) to our Year 9/10 students and the IB (International Baccalaureate) Diploma to Year 11/12 students at the HOPE North campus.

The curriculum is objective led, being based upon clearly defined, progressive learning objectives. Such objectives have been developed using the expertise and experience of teachers from a range of educational backgrounds, in a range of English speaking countries. Decisions about the teaching style and approach, as well as the contexts for delivering the objectives, are left to the professional judgment of individual teachers. The benefits of this approach are that teachers from any English speaking background can deliver the best teaching they can and students should experience a rich and varied learning environment as they move through the school.

Teachers differentiate the curriculum within mixed ability classes, though scope for ability-based groupings in Mathematics and English has been allowed. Where composite classes are employed, subjects are delivered over a two year program, so children do not repeat work during those two years.

## CHRISTIAN PERSPECTIVES

Christianity is central to our vision and mission. Therefore, **all** students throughout the school are expected to be part of the regularly held Christian Perspectives lessons and all students will be assessed on their participation and understanding of

the principals and objectives begin taught. Each morning will begin with students gathering in Pastoral or Year Group classes for short time of bible reading, devotion, prayer and school announcements. Assemblies will also be held each week, during which students will gather together in corporate worship and be delivered a message or devotion from a HOPE Staff member, parent or fellow students. Attendance at devotions and school assemblies are mandatory.

## SPORTS/PE

At HOPE we believe that exercise enhances the health and academic success of a student. Although our some of our school grounds and access to particular equipment can be limited, we still offer a comprehensive programme teaching the skills needed to play various sports and fitness activities. Lessons are based on the age and maturity level of the students being taught. The costs for any swimming lessons during school hours are included in the school tuition fees.

All students are required to participate in PE activities unless written excuse has been given by a physician, the school nurse, or the PE instructor. Students will be asked to bring or wear appropriate clothing and shoes on schedule for their PE lessons. Due to the climate of Cambodia, students are encouraged to bring personal water bottles for their PE lessons as well.

## PRIMARY CURRICULUM

HOPE Primary teachers have created an integrated curriculum written from a Biblical world view which incorporates science, health, some English, art and social studies. These subjects are sometimes taught by specialist teachers and may change from year to year, or by semester depending on the strengths and availability of staff. Such subjects include ICT (Computing), Art and Design, music, PE and some Science. All Primary students follow a ten week Learn to Swim/Water Safety program. A high ratio of staff to students is required and parents are invited to come and help with this.

### **Year 6-9 Curriculum**

The year 6-9 Curriculum has been developed as a continuum which allows students to progress seamlessly from Primary to ICCSE using a Biblical World View at its core. The Curriculum has been developed by specialist teams of teachers to ensure that it becomes relevant to the broadest range of international students possible. In this respect, the curriculum blends aspects from many different countries worldwide, without following one individual nationalities style or content. Curriculum mapping is always aimed at allowing students to transition to their ongoing country.

Mathematics, English and Science are supplemented by the following specialist lessons; SOSE (Studies of Society and Environment) which is taught as World History and World Geography, Languages; Drama, Art, Music, Information Technology and Physical Education. Christian Perspectives (CP) lessons offer students an opportunity to study the Bible and the Christian Living (CL) Curriculum has been designed to complement CP by affording students the time to explore the ways in



which they can put their Christian faith into action.

## Year 9-12 Curriculum

Beginning in Year 9, students at HOPE will study a number of 1-year long, internally assessed courses, called 'HOPE' courses, as well as a number of externally assessed 2-year IGCSE courses across Years 9-10. IGCSE stands for the International General Certificate of Education and is an international exam, based on the examinations taken by UK children aged 16. It is administered by the University of Cambridge examinations board. The IGCSE is an internationally recognised qualification which follows on from HOPE's curriculum and is excellent preparation for the International Baccalaureate Diploma Programme which HOPE students move into in Year 11.

To be awarded the IGCSE certificates, students need to complete both years and would not normally be admitted into Year 10 without completing Year 9. All Year 9 students start the 2-year IGCSE course with 4-5 core courses in English Language, English Literature, Maths & Science (dual award, equivalent of two IGCSEs). They also take HOPE accredited courses in P.E., ICT and Christian Perspectives. Additional options include up to **five choices** from the following subjects:

- IGCSE courses in English Literature, French, Travel and Tourism, Korean, History, P.E., Global Perspectives, Art, Geography, and Additional Maths

Students can also choose from our HOPE courses in ESL, Khmer, Design, Music, Drama, National History, Health and Vision in Action (VIA) (see below). However, for entry into the IB Diploma programme in Y11, a minimum of 6 IGCSE's including Maths, English Language and Science must be completed at grade C or better.

\*IGCSE courses are offered at HOPE Phnom Penh, North Campus and HOPE Siem Reap. Years 11 & 12 are **ONLY** offered at HOPE Phnom Penh, North Campus.

## *IB DP (INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME)*

HOPE is 1 of over 4000 IB World Schools which offers the 2-year International Baccalaureate Diploma Programme to students in Years 11 and 12. The programme is over forty years old and is recognized and respected by universities around the world.

The IB curriculum consists of courses from six subject areas: Sciences, Individuals and Societies, Mathematics, Language and Literature, Language Acquisition and Visual Arts. HOPE has chosen course offerings which meet the requirements of each area. In addition, students in the Diploma Programme take additional IB 'core' courses in Theory of Knowledge, CAS (Creativity, Action and Service) and Extended Essay. Students choose 3 IB HL (Higher Level) courses, 3 IB SL (Standard Level) courses, CP and the IB Core. Graduates receive a HOPE Transcript and IB Diploma recognised in all international universities.

HOPE School actively recruits teachers who have past experience teaching the IB

curriculum whenever possible. Additionally, HOPE staff members are offered professional development opportunities at conferences and workshops held regionally where they can interact with other teachers of the IB from different schools. For a complete description of the IB DP, please visit the website at: [www.ibo.org](http://www.ibo.org)

## *VISION IN ACTION (VIA)*

The VIA programme was designed to help students realise the HOPE school vision of helping them to become “Global-minded servant-leaders.” It is aimed at giving students opportunities to find meaning and purpose in their lives while living in Cambodia and is an important aspect of HOPE education. To that end, the **Vision in Action** programme was created and students are encouraged to find opportunities for service in their community across the school levels.

Year 6-8 Students participate in service projects as a group/pastoral class. Each pastoral group is encouraged to undertake a service project at some point within the year. Directed by their teacher, students will undertake all aspects of project management including planning, fundraising and project delivery. These projects vary in size depending upon the year group ideas, access and vision. In the past they have ranged from second-hand clothing drives through to a three day visit to assist missionaries in a remote province.

For HOPE students in Year 9-10, VIA involves an individual approach to service in the community that takes into account each student’s personality, skills and interests. The VIA coordinator assists students in this exploration process to help students understand themselves better and to start exploring possible career options and ministry giftings. Students participate in a volunteer service opportunity that is approved by their VIA teacher and gives them face-to-face interaction with people in the wider community outside of school. Students VIA activities must be with an entity or organization which is not linked with their parents. Student reflections on their VIA time are included in semester reports and maintained by the school for future use in university or job applications. If a student chooses not to do the IB Diploma, they will continue with the VIA program as above through Y12.

## *CREATIVITY, ACTION, SERVICE (CAS)*

For those choosing the IB Diploma, CAS is a required component which becomes the vehicle for volunteering and providing service in the community. Each student is required to spend approximately 4 hours a week engaged in CAS whereby they develop creativity (e.g. artistic expression), action (e.g. sports, active lifestyle activities) and offer services to the community that are free, involve face-to-face interaction, not done with parents, and are non-proselytizing (e.g. door-to-door evangelism) or religious-ceremony-involved (e.g. conducting a worship service.) They also do a project that combines the elements above. CAS continues until January of Y12, and the CAS coordinator will provide each student with on-going support and

accountability.

## HOMWORK

Homework is provided routinely throughout HOPE School. It is important that teachers, parents and students appreciate the positive affect homework can have on student learning and development.

The purpose of homework is to:

- extend classroom learning,
- establish desirable time management practices for children,
- reinforce the shared responsibility for a child's education, i.e. the partnership between child, school and home,
- acknowledge and value the current educational practices within family routines.

### Guidelines

Homework should:

- provide students with opportunities to reinforce and practice skills learned at school,
- encourage students to improve their organisational skills,
- give students the opportunity to complete unfinished work,
- give parents an opportunity to assist children's learning,
- reflect current educational research findings.

## PRIMARY YEARS

Children in Preschool are not expected to do homework. For those in Years K–5, homework will be given each week. The content of the homework will vary depending on the age and stage of the child, and individual teachers will be responsible for giving appropriate homework.

Primary aged children need to read and be read to often. Growth and progress in reading is affected by the opportunities children have to practice. Parents are encouraged to listen to children read at least once during the week and to make use of the resources in the School Library.

We also acknowledge that children are doing much less traditional “homework” activities – for example learning additional language, helping with household chores, playing strategy based games, reading for fun, sports clubs, cultural visits, and after school clubs. Recent research has shown that such experiences enrich a child's education more than some traditional homework tasks, so we would encourage you to recognise the value of these.

## SECONDARY YEARS

The Secondary School timetable is split into 30 fifty minute lessons a week, and different subjects have different lesson allocations. The frequency of homework will depend on this lesson allocation. Homework in HOPE Secondary years is defined as either an assignment or a task.

**Assignments** contribute significantly towards report grades.

**Tasks** only contribute in a minor way towards report grades.

Students will be given an appropriate time frame, usually a minimum of 3 school days, to complete any homework. Homework to be completed in a maximum of 10 minutes can be due within 3 days. Homework taking more than two weeks should be staged by the teacher, with clear expectations for each stage of the homework being given.

Students should not have more than two assignments due on any one day and all homework which has been completed should be acknowledged by the teacher. All homework should be set in the homework diary. If the teacher decides that the standard of completed homework is inadequate, the student will be given an opportunity to improve their work before behaviour management processes take place

### **Homework Time Guidelines**

Year 1 – 2     5 to 10 Minutes per day

Year 3 – 5     1.5 hours per week

Year 6             Each homework should last a maximum of 30 minutes

Year 7             Each homework should last a maximum of 45 minutes

Year 8             Each homework should last a maximum of 50 minutes

Year 9 - 10     Each homework should last a maximum of 1.5 hours

Year 11 - 12    Each homework should last a maximum of 2.5 hours

***\*Parents and students should read a complete version of HOPE School Homework Policy in the Student Diaries or on our website. Practices regarding homework at HOPE School reflect our philosophy of education and desire to serve a broad range of educational needs. These practices may be different to those in other countries; however it is assumed that HOPE Parents are in agreement with all policies and procedures upon enrolling their children at HOPE.***

# ASSESSMENT AND REPORTING

## *GENERAL ASSESSMENT*

Assessment is closely linked to the learning objectives, and clear criteria are given to make accurate judgments of ability. This is done in a way which can be interpreted by professionals from different countries making transfer from HOPE easier.

Teachers assess student learning regularly and maintain evaluation records. Student reports are issued quarterly, with comprehensive graded reports given to parents at the end of each semester.

Parents are encouraged to retain copies of all their own student records and reports. Different countries have varying requirements for documentation of a child's school attendance and performance. Many HOPE parents have found it necessary or helpful to have their children's past student reports upon re-entering their home country schools.

## *STANDARDISED TESTS*

In Semester 1, standardised testing takes place for Year 3 and above, using the International Schools Assessment test (ISA). This is an Australian product and measures a student's progress in Maths and English. ISA tests are marked externally and the results given to parents at the Parent-Teacher interview in Semester 2.

### **IGCSE**

Annual exams for Year 10 IGCSE students take place January - June of the academic year. Examination certificates are awarded for each subject taken and there is a fee of \$100 per exam which is additional to regular school fees. Exam standards are moderated against all IGCSE entries worldwide, so that an IGCSE grade A means the same whether the student took the exam in Cambodia, Korea, Australia, the UK or the USA.

### **IB**

IB exams are also held January - June for Year 12 students who have chosen the Diploma Programme. Exam results are sent to the IB coordinator of the school and students may request their results be sent to up to six universities before being released in July. Students are also assessed internally by their HOPE teachers.

### **ESL**

The curriculum at HOPE is designed for students whose first language is English. The curriculum, apart from Khmer in Preschool to Year 5, and French in Year 6 – 10, is taught in English. For this reason, all students will be expected to have a degree of English proficiency enabling them to function successfully within the

school. HOPE offers an ESL program, or specific ESL lessons based on staffing availability. Students are expected to improve in their English abilities as they progress through the curriculum and to have enough language to function at their age level in school. This may require parents to provide additional English services for their children outside of school. ESL level is assessed using a school administered ESL test and admission to HOPE is determined on an individual basis, subject to certain criteria.

ESL	Classification	Percentage
A	Native English speaker	Minimum 75%
B	Fluent English speaker	
C	Advanced	Maximum 25%
D	Intermediate	
E	Beginner	
F	Fast Track	

## ACADEMIC PATHWAYS

Minimum educational standards have been established for students transitioning from Year 8 to Year 9, and Year 10 to Year 11. Standards have been set in order to see students achieve the best possible educational outcomes and success.

***The criteria for a Year 8 student to qualify for entry into Year 9 at HOPE School is as follows:***

By April of Year 8 a student must achieve the following minimum standards

- A minimum grade average of C across the following 3 subjects: English, Mathematics & Science.
- A minimum ISA results showing a Predicted Grade of at least a C
- A minimum ESL test result of B.

**\*It should be noted that the letter B in the ESL test is not a grade, it simply indicates that the student is functionally fluent for their age level. This means that English is no longer the primary barrier to their learning in a classroom. Students who have been identified as not yet ready to proceed to Y9 will typically have a meeting with the Middle School Principal as early as Semester 1 in year 8 to support them and their parents in their future aspirations. During this meeting students will be set clear targets and strategies to assist them in their learning. If these targets are met by April in Y8, the student may proceed to Y9 at the discretion of the Director or Principal.**

A Year 8 student who achieves the minimum standards will qualify for entry into Year 9 studying a range of IGCSE and HOPE courses.

A Year 8 student who does not achieve the minimum standards may be offered a place to retake Year 8. This retaking of year 8 can only happen once. Alternatively, an offer may be made to the student for a part time course in Y9 based entirely on HOPE Courses. Please note that this pathway is insufficient for entry into the HOPE curriculum in Y11 and Y12, and so parents deciding on this pathway are confirming that their child will leave HOPE School at the end of Y10. The process leading to these pathways will include meetings with the Middle or High School Principal which may start as early as Semester 1 of Year 8.

***The following pathways exist at HOPE School for students transitioning from year 10 to year 11***

A year 10 student may enter the IB Diploma Programme at HOPE when they have achieved 6 IGCSE Grade C scores or better including English, Math and Science. For subjects which they intend to study at the IB Higher Level, a Grade B or better is required

A year 10 student who does not achieve the standards required for the IB Diploma Pathway ready but does achieve 3 IGCSE Grade C or better including English may take a minimum of 5 IB SL courses plus VIA and graduate with a HOPE Transcript and HOPE Diploma which will be recognised in some international universities

A year 10 student who does not achieve the standards required for the HOPE Diploma may take some IB courses to supplement a parentally managed curriculum. The parent would be expected to manage their student's transcript and participation in the HOPE graduation ceremony would be possible if applicable

***\*Should a student not meet the requirements for their preferred pathway, the school could offer the opportunity to retake Y10 to improve grades***

## FIELD TRIPS

Field trips are a part of the HOPE School instructional program. Students, accompanied by teaching staff, will leave the school grounds occasionally for educational purposes. As field trips will occur, information will be sent to parents, and permission will be sought. For all field trips taken, HOPE staff must complete 'risk assessment' forms to anticipate and avoid any possible accidents from occurring. Strict staff/student ratios are also adhered to during any trips taken.

Those ratios are:

- 1:8 Middle and High School
- 1:6 Primary
- 1:4 for any water activity and all Pre-School trips
- The teacher leading the excursion should not be included in the Ratio. Should an emergency occur and require a staff member to deal with the situation, the ratio will be maintained.

## Extra-Curricular Activities

As staffing allows, an extracurricular programme is delivered each semester and varies from each HOPE campus.

## CLUBS

A variety of clubs are offered at a cost borne by the students. Clubs offered in the past have included cooking, gardening, Khmer dance, Girls Brigade, non-competitive sports such as swimming, basketball, tennis and gymnastics, creative arts such as drawing and photography, performing arts such as dance, music and film making. Parents are welcome and encouraged to run or help run clubs. Those interested should contact the appropriate campus Office.

## SPORTS

Competitive after-school sport teams are available to secondary students (Yrs. 6-12). HOPE North participates in the ISSAPP (International School Sports Association of Phnom Penh) with teams in Swimming, Football (Soccer), Basketball and Volleyball. Teams practice and compete for approximately 10 weeks each and are coached by HOPE staff or parent volunteers. Practices are arranged by the athletics director, who also cooperates with other participating international schools to schedule matches, meets and end-of-season tournaments.

- Students participating in after-school sports are required to obtain parental permission.
- There is a minimal fee for each sport played, to cover uniform and equipment costs.
- Students who normally ride a bus will be asked to arrange their own transportation home following practices and games.
- Students struggling to meet ESL benchmarks or those in exam years (10 & 12) may be restricted in their Sports participation by the Principal.

***\*School Bus fees will NOT be prorated for students participating in clubs and sports***

## ADMISSIONS AND STARTING AT HOPE

### Our School Year

Our academic school year starts on August 1st and ends July 31st. HOPE works on a two semester year. The first semester is held from August to December, the second from January to June. Students work 8am-2.30pm Monday-Friday, 181



days of the year. At the end of each semester, school finishes at 12 noon. Holidays coincide with Christmas, Khmer New Year (April) and some of the many Cambodian holidays. The current school calendar for each HOPE campus is posted on the school website and is available from any campus Office. The school calendar may vary slightly from one campus to another.

## ATTENDANCE

To enable successful learning at school, students are expected to arrive promptly and attend all lessons. Please inform the relevant school Office if your child will be absent for any reason. Part time students should only be on campus during their contact time.

It is very important that students in Year 9-12 regularly attend lessons so that they do not miss any of the curriculum. Where possible, please avoid long holidays or furlough as this could impact the results of examinations taken during this phase of the school

## YEAR GROUPS

Our students are divided into class year groups chronologically using the western measurement of age. The Year group they are allocated to is determined by their age on 1<sup>st</sup> August\* (the start of our academic year). This follows the placement system of the majority of international schools in Cambodia /South East Asia and is in accordance with the HOPE Admissions Policy which can be found on our website.

Unless the Student Support Team or a psychology service identify a significant learning difficulty, all students move with their peers up to the next Year group each August. ESL may be a reason to hold a student back a year, if that student is not ready to access the curriculum taught beginning in Years 6, 9 and 11. ESL and Academic Pathways Policies can be found on our website for more information.

\*Special consideration may be given to children born between 31<sup>st</sup> July and 30<sup>th</sup> August.

## CLASS SIZE AND RATIOS

The target class size is 22 students, with additional discretionary places held for member mission children or teacher children. On the occasions that classes of mixed year groups are delivered, parents are informed of the model used for class allocation. There is a maximum of 30% one nationality (at enrolment) in any one class group. In this way, HOPE can ensure a truly international student representation in each class.

The majority of students at HOPE are either native or fluent English speakers. There

is a maximum ratio of 25% students across the school who are graded C, D, E or F in English as a Second Language (ESL). Where possible these numbers are class, year and school based but are only adhered to at enrolment stage – i.e. we would not ask children to leave if too many English speakers left, or if there were more than 30 percent of any one nationality because others left. Students who are fluent in English as a second language would be classified as ESL B, and are not included in these ratios.

## ENROLMENT

Application for enrolment at HOPE may be made at any time during the school year. Application Forms are available either from our website or from one of the school offices, and a non-refundable fee of \$100.00 must accompany each completed application. Submission of application **does not guarantee** enrolment. Applications will be processed within 10 working days of receiving all the necessary information requested for each student, including proof of age and citizenship, as well as any assessments necessary for establishing English Language proficiency or special needs.

Following the satisfactory collection of student information, HOPE School Admissions policy dictates acceptance of students according to the priorities:

1. Children of member missions
2. Children of expatriate Christian missionary workers
3. Children of expatriate Christian families
4. Children of non-Christian expatriate personnel
5. Children of Cambodian Christian workers
6. Children of non-Christian Cambodians

Upon the offer of a place at HOPE, a deposit, the annual capital fee, and one month advance payment of tuition fees is required for confirmation. HOPE has a waiting list, and applications for enrolment will be processed according to the school Admission Policy which can be found on the school website.

## ESL STUDENT APPLICATIONS

All new ESL students will be interviewed and assessed before being admitted to the school. Students will be assessed at the age-appropriate grade level. When two (2) applicants achieve identical results, those children in member missions, and those with brothers or sisters already enrolled at HOPE will be given priority. All ESL students applying for admission must meet the following qualifications before entrance will be granted:

1. The first language of the applicant is not English.
2. The ESL applicant scores must not be more than two years below the class norm for the age-appropriate grade level on a range of English proficiency tests (oral and written evaluations in reading, writing, speaking and listening).

Up to, but not more than, 25% students per class may be ESL Level C, D, E or F Students. Of these students, no more than half will be admitted from any one non-English speaking language group.

At the time of entrance, a **conditional place** may be offered. This is usually in the case of students who are achieving lower than the expected norm. Long and short-term goals and strategies will be identified and the program will be reviewed every 6 months. If the student continues to make insufficient progress in their English, clear targets will be set by the relevant Principal for the end of the next semester. If these targets are not met, the school admissions committee will review the enrolment and inform the Board of any termination of enrolment.

## REGISTRATION PROCEDURES

Registration of **new students** at HOPE School will be processed through the Admissions Officer and/or the appropriate Principal. New student orientation meetings are conducted in August and January. Mid-year registrations will be oriented one-to-one according to the appropriate principal's schedule.

**Continuing students** must also inform the school of their intentions for the following school year. Intention forms for the following academic year are sent out by the school in the 2<sup>nd</sup> Semester. Forms are required for each re-registering student and must be completed, signed and returned to the school office in order to reserve a place in the year group.

## FEES

School fees can be taken to the office cashier who will receive money and issue receipts. Please do not send money to class teachers. If students bring money to school, it must be in an envelope clearly stating name, class teacher, amount and purpose for payment, and should be given to the school Office immediately. Receipts for all monies collected should be issued immediately.

Fees are due as follows:

1. Fees are quoted in U.S. dollars and payable in U.S. dollars or Khmer Riel for odd amounts. Payment is accepted via cash, electronic transfer or paypal.
2. An application fee of \$100 is due upon submission for each student requesting admission. This is a one-time fee and is non-refundable.
3. Where ESL tests are administered, a non-refundable fee of \$25 will be

charged per student, per test.

4. To accept an offer of enrolment, a deposit equal to one month's tuition is to be paid within a month of each student being allocated a place to confirm acceptance. The family or organization will then commit to an agreed starting date, when Tuition fees will begin. If a family does not commence within two months of this date, they forfeit the deposit and enrolment place. They need to re-apply and pay a subsequent deposit if they wish to enter HOPE. Otherwise, the family is required to pay full tuition from the date they nominated, even if they do not attend.
5. Any student transferring into HOPE's IB program from another IB school in Phnom Penh will be charged a \$1000 transfer fee upon acceptance.
6. Annual capital fees are due June 1. After June 30, capital fees will be applied annually by an amount approved by the HOPE Board and Finance committee. The Capital fee is not applicable to 3rd and subsequent children.
7. Invoices will be issued at the beginning of each month. Payment is required within ten (10) working days or a late penalty of \$10 per month will be incurred, until your account is brought current.
8. If payments are not received for two (2) consecutive months, it is the parent's responsibility to arrange an interview with the Director or Finance Officer. A fee repayment plan may be considered at the school's discretion. Failure to make two (2) consecutive payments or communicate with the school will result in the students being required to stay home until the account is brought current. If possible, a place will be held for the student. Deposit will be retained. Application procedures may apply for students re-enrolling in this situation, including consideration of the waiting list as required.
9. Tuition will not be charged when a school-approved furlough/sabbatical is taken outside Cambodia for three (3) continuous calendar months or more. This does not include the June & July school break.
10. Leaving HOPE and Return of Refundable Deposit: The school requires at least one month written notice and a meeting with the Admissions Officer or the Director when leaving the school. Failure to give appropriate written notice will mean that you are unable to reclaim your deposit. Fees must be current, or transcripts and reports will be withheld. If leaving during the school year, deposit is usually not returned unless there are extraordinary circumstances approved by the management team.  
End of year withdrawals require that the school be notified via the annual Intentions Letter or, at least one month written notice. Otherwise, deposit will be retained. Families with students graduating from HOPE may obtain their deposit at the end of the year following return of all texts and library materials.  
\*Exception: If a conditional acceptance is based on exam results, deposit is refunded when required results are not achieved.
11. A family discount applies only to siblings of students enrolled full time at HOPE School: 3rd child (10% reduction of tuition fee); 4th child (15% reduction of tuition fee); 5th and subsequent child (20% reduction of tuition fee). The family discount will not apply to part-time tuition rates.

12. Extra academic support tuition will be charged for intensive English or other academic supports.
13. Field trips and other extracurricular programs will incur additional costs.
14. Financial Assistance may be available for families in need, and will be considered during our annual admission process. Transparency of finances and need will be required. Assistance is not guaranteed.
15. If schools in Cambodia begin to be charged VAT on tuition, those costs will be in addition to already stated tuition costs.

## TERMINATION OF ENROLMENT

The Director maintains the right to terminate enrolment of a student from HOPE following referral and thoroughly documented history of proceedings from the relevant Principal. The Director will report any such termination to the HOPE Board.

## SCHOOL GUIDELINES

### General School Expectations

HOPE behaviour expectations are to be based on Biblical truth and respect for others.

The HOPE School environment should be characterised by respect for the dignity of each person, justice and forgiveness and by the acceptance of differences, so that the unique value of each person before God is a living reality.

Students at HOPE are expected to:

Be courteous by speaking to one another with respect and listening attentively to others

At all times address staff and visitors to the school with courtesy and in a friendly manner.

Be considerate through following instructions and safety rules carefully

Be cooperative through being punctual, having all books, materials and diary present, staying on task for all lessons and trying to meet all expectations, submitting prayerfully and obediently to authority

Show care for one another through respecting others' feelings and views and avoiding 'put-downs'

Respect and care for everyone's possessions.

Follow the school dress code.

Take care of the furniture, equipment and buildings. They are provided for the use

of the whole community.

- Look after the grounds by putting rubbish in bins, caring for outdoor equipment, plants and gardens.
- Keep classrooms neat and tidy by placing chairs properly; putting all rubbish in bins; keeping books in an orderly state.
- Resolve conflict in a biblical manner, avoiding physical violence and fighting.
- Other expectations, including playground rules, should be worked out by specific campuses, sections and classes and communicated to students together with the underlying principles.
- **The school expects all staff and students to maintain the same standards of Christian conduct outside school hours. Deviations from this may be considered grounds for questioning continued participation in the life of the school.**

## SCHOOL DRESS CODE

HOPE does not have a set school uniform but does have a dress code that students are expected to follow. As a Christian school in a Cambodian setting, students should wear clothes which are appropriate for study, appropriate in a Christian environment and appropriate in reflecting our respect for Cambodian customs and standards.

The following guidelines apply to all students at HOPE during all school days whether on or off campus for camp or trips:

- Shoes, preferably slip off, should be worn whenever students are outside a building.
- Clothes should allow students to study and play in comfort.
- Students should bring appropriate footwear and clothes to change in to for P.E lessons.
- Piercings are limited to ears only:
  - o Ear piercings are limited to one pair of small earrings or studs.
  - o No other piercings are allowed - this includes nose, lips, face and eyebrows.
  - o No jewellery or items of body piercing may be worn for PE.
  - o School recommends that any piercing is done at the beginning of a long school holiday.
- Where jewellery is seen as a potential risk for student's safe participation in lessons, it will be required to be removed.

- Where clothing contains logos or language, this should be appropriate for HOPE School and its setting.
- Certain specific events may require particular dress. E.g. public performances.

### **Additional guidelines apply to all students in Secondary School (Years 6-12)**

- Shirts or T-shirts should not reveal a bare midriff
- Shirts or T-shirts should either have covered shoulders or have shoulder straps a minimum of 3 cm in width
- The hemline of trousers, skirts or dresses should be no shorter than 5 cm above the knee.
- No underwear should be obviously visible through clothing.
- Caps and hats are only to be worn appropriately for sun protection when outdoors.
- Hats or hoodies which draw inappropriate attention to the individual are not to be worn.

Staff concerned that a student does not conform to these guidelines will discuss the matter with the student initially. The student may then be required to change into more appropriate clothes, and this in turn may require a phone call to parents or a visit home to collect a change of clothes.

If the student persistently fails to conform to these guidelines, a meeting will be arranged between the Coordinator responsible for behaviour management and parents to discuss the situation.

The school reserves the right to refuse entry to any student deemed to be dressed inappropriately. The decision to refuse entry will be made by the Director or Principal responsible for that year group, in the conjunction with the Coordinator.

## PROHIBITED ITEMS

### **Smoking & Alcohol**

The grounds and all buildings of HOPE are designated non-smoking zones. We are also a drug and alcohol free site. HOPE does not allow students to carry illegal or restricted substances including tobacco, glue, alcohol and medicines without a prescription.

### **Other items**

Chewing gum is not permitted on the school premises.

Special permission will be granted for hand phones to be brought to school but

these must be turned off and only used at times of emergency, again after permission has been granted.

Students should not bring significant amounts of money or valuable personal items to school. The school cannot guarantee the safety of these and will not be responsible for them if they are lost or stolen.

## BEFORE AND AFTER SCHOOL SUPERVISION

### ***Before School***

Drop off time for primary children arriving with parents should not be before 7:40am. Secondary students may begin to arrive at 7:30am.

Students are not allowed to leave the school premises without their parents or a designated adult. Once students arrive through the school gate, they are the responsibility of the school. Therefore students will not be permitted to leave the premises again before school starts.

### ***After School***

Parents should collect their Primary age children and take responsibility for them at 2:30pm. Children who are supervised by a parent are welcome to play on the school's playgrounds after 2:30pm. School rules are to be followed and parents may be asked to leave if children are unruly.

After 2:30pm Middle and High School students are allowed to leave the school premises without an adult. As soon as they leave the school premises, students are no longer under the care of HOPE School. Students are not permitted to return to the school premises once they have already left in the afternoon. The Hub is open until 3:30pm for those who need to complete homework.

By 2:50pm all students should be either:

- off the school site for the day,
- in the Hub or Library,
- at an after school club, organised sports practice/competition or music lesson, or
- in the playground areas and directly supervised by parents

### ***After school activities supervision***

Most school activities finish by 4:00pm, so by 4.10pm all students should be off the school site.

If your child has individual music lessons, we require parents (not an older sibling) to be responsible for them, both before and after the lesson.



If a child has an after school club, please collect them at the scheduled finishing time. Check the time with the after school club leader if you are unsure. Primary students not attending a club cannot wait at school for siblings in a club unless an adult is with them. If children are left repeatedly they will lose their after school club place.

## SNACKS AND PARTIES

Students are encouraged to bring a snack for the morning break. All food is to be eaten in the dining areas.

If it is your child's birthday and you wish to send in treats, please let the class teacher know beforehand. Please note that there are some students in school with nut and gluten allergies. Please check with the teacher first and provide food that they can all enjoy and so feel included in the celebration. Teachers are not responsible for lunch time party supervision.

## SECURITY

A guard is on duty at school, 24 hours a day and the gates are secured. An external bell is available to summon the guard if parents need to enter the school premises during the day. The guard asks all visitors to 'sign in' and supplies them with a Visitor Pass. This must be worn at all times.

## STUDENTS LEAVING SCHOOL GROUNDS

HOPE has a closed campus. Students are not allowed to leave the school grounds during the school day except with permission from the Office. Parents wishing to collect students early must inform the Office in advance so that teachers can be prepared. Please report to the Office on arrival, where your child will be waiting for you.

For reasons of security, no primary student can be collected without the 'official pick up card', nor be allowed to depart from school with an unauthorized person. This includes family friends and other parents, unless the school office is informed about this before 2:30pm. *Please apply to the Office for an official pick up card.*

## SCHOOL VISITATION AND VOLUNTEERS

Parents are welcome to visit the school. Before planning a visit, parents should consult with the Office to ensure that the scheduled visit will not interfere with planned classroom activities. All visitors, regardless of the reason for their visit, must report to the Office before going to any classroom.

If a volunteer or visitor is to have direct contact with the children such as in a classroom setting, a more formal interview, volunteer application and screening process is required. This will usually involve a volunteer application, and can be found on our school website, and require the visitors comply with the normal expectations which apply to teachers. This includes a respect for our core values, dress requirements and conduct within the school.

## *BICYCLES AND MOTORBIKES*

All students who ride bicycles or motorbikes to and from school (even as a passenger) are required to wear helmets.

Students are not allowed to drive a motorbike to HOPE unless they fulfil the following criteria:

- they are at least 16 years old;
- wear a helmet;
- have a valid Cambodian driving license;
- their bike is a maximum of 125cc
- they have parental permission
- all moto-bikes must be parked at the demarcated areas

Failure to wear a helmet when either cycling or riding a motorbike will be treated as a behavioural issue and consequences will follow the Behaviour Policy.

### ***Skateboards***

During school hours students are able to bring skateboards to school and ride them in the corridor area between the science labs and the primary building during morning tea and lunch. They must be considerate to other users of the space. Skateboarding on the Secondary BB court and any tiled areas/ covered walkways is never allowed.

## *ABSENCES AND TARDINESS*

### ***Late Arrival***

If a student arrives more than 5 minutes late, they must report to the Office where they will be issued with a late pass.

Punctuality can positively impact the learning process of the student, the class and the teacher. Students who are not punctual disrupt the class and the teacher. If tardiness becomes an obvious problem, both parents and students will be consulted.

### ***Absences due to illness***

If your child is ill please call to inform the school Office before 8am. Please continue to phone **each day** until your child returns to school. Students who are ill with communicable diseases or fever should be kept at home for 24 hours after their

temperature has returned to normal.

### ***Other absences***

Any expected absence should be requested by the parent as early as possible in writing or by telephone to the appropriate principal. Extended absence may have possible negative consequences on the student's report and, in some cases, alternative study arrangements may not be possible. However, HOPE recognizes that many organizations require family attendance to conferences and retreats, and will work hard to accommodate our international families.

It is realized that many families have conferences and events which the entire family may need to attend. Please inform the school, at least one week in advance, of anticipated absences of a week or more. It is preferable that this be done in writing. If going on extended home leave, please give 2 month notice.

### ***Unexplained Absences***

If a student has more than 10 unexplained absences it will be investigated by the Principal and reported to the Director.

If your child is absent and the school has not been notified by 9am, the appropriate school office will attempt to call the emergency contact number provided by parents to the school. Parents are responsible to keep the school informed of any changes to their emergency contact information.

## *UNSUPERVISED CHILDREN FOR LIMITED TIME AND GUARDIAN*

At HOPE we recommend that children remain in the care and direct supervision of their parents. This is particularly important for students under the age of 18 years. If, for some reason this is not the case for a limited period of time, we require that the following information is provided to the Director in writing, at least 2 weeks in advance of a temporary change in guardianship arrangements. We do require that ONE of the two nominated contacts is English speaking.

The person nominated as temporary guardian for our child/children is.....

The guardianship will be effective from DATE to DATE.

Contact details for the guardian are <phone number>. A second contact is <name> <contact phone number>. (Please indicate which contact is English speaking).

We confirm that the named guardian will be providing residential supervision of our child and is allowed to make any decisions regarding medical treatments or other types of permission required by the child during this period.

Parents will be absent for the period <date to date>

Contact details for parents during this time are <address, phone contact and any alternate email.

We strongly recommend that you take out the student insurance that is offered to all school families each year. This will cover accidents while at school, on school buses or at camp. Please note that this is not Medical Insurance.

# FIRE DRILL, INTRUDER ALERTS AND PUBLIC SAFETY

Fire drills and Intruder Alerts at HOPE are conducted annually at intervals throughout the school year. Classroom teachers will inform students of safety procedures pertaining to each.

Incidents of public safety such as protests or violence in the city may be cause for closing school. Parents will be notified by phone, SMS and/or email concerning the details. Should school need to be closed in the middle of a school day, lock down procedures will be followed until all students have been received and accounted for by parents.

\*Parents are responsible to make sure the school office has current emergency contact information on file. Please notify the relevant office of any changes in phone number or email.

## MEDICAL INFORMATION

### *Infectious diseases and corresponding exclusion requirements*

Chicken Pox excluded for at least 7 days and until blisters are healed.

Conjunctivitis (acute infection) exclusion to continue until discharge from eyes has ceased.

Hepatitis excluded until medical certificate of recovery is produced.

Impetigo (school sores) excluded until effective medical treatment has been carried out and sores covered.

Measles excluded for 7 days from appearance of rash or a medical certificate of recovery is produced.

Mumps excluded for at least 14 days from onset of symptoms.

Ringworm excluded until medical certificate furnished stating child is being treated.

Rubella excluded for 10 days from appearance of rash.

Scabies excluded until medical certificate furnished stating child is being treated.

Whooping cough excluded for 4 weeks or until medical certificate of recovery is produced.

Other diseases where children may be excluded from school include: Diphtheria, Leprosy, Meningococcal Infection, Poliomyelitis, Streptococcal Infections, Scarlet fever, Trachoma, Tuberculosis, Typhoid and paratyphoid Fever.

### ***Infestations***

While not an infectious disease, the presence of *live* head lice will be considered grounds for exclusion from school until effective treatment has been carried out and confirmation obtained from parents. Parents should keep a check on children's hair and inform the school (in confidence) so that other parents can take necessary, precautionary steps.

### ***Immunization***

Prevention is the best way to make certain that your child grows up healthy, happy and disease free. Various authorities recommend immunization against the seven major childhood diseases before children enter school. Inoculations include diphtheria-pertussis (DPT), polio, measles, mumps and rubella.

### ***Medication***

Parents are requested to complete a medical and health information questionnaire at the time of enrolment. This information should be updated at the beginning of each year or whenever there is a change in the child's condition.

Teachers are not expected to accept responsibility for administering medication except where no practical alternative exists. If medication must be administered at school, the parent must ensure that the preparation is clearly marked with the child's name and that it is accompanied by a letter from the doctor outlining the dose and frequency of the medication. Where the medication is only required in the short term then it is appropriate to rely upon the directions typed on the bottle or packet by the pharmacy. Such medication, wherever possible, should be given to the school nurse to administer.

The only member of staff who should dispense medication to children is the school nurse. This will be done at the request of parents (see above) and also in cases of high fever or pain, when paracetamol may be given. All administrations will be recorded and dated. Please discuss any other medical issues with the relevant Principal.

### ***Allergies***

If a child has a serious medical condition and/or allergies, the school should be informed in writing, and the antidote supplied to be kept at school. Full instructions should be included.

Please note that some children have severe allergies to certain foods. Ask your child not to share break or lunch with other children.

### ***Discipline***

All HOPE Students are expected to conduct themselves according to general

school guidelines. The following examples are types of student behaviours for which disciplinary procedures may be applied:

- Threatening the safety or welfare of another person by pushing, name-calling, swearing or being disrespectful.
- Acting inappropriately. (The appropriate behaviour having been clearly explained).
- Interfering with the learning of other students.
- Showing persistent or wilful inattention or indifference to school work.
- Interrupting a teacher when trying to teach by inattentiveness, talking instead of listening, calling out in class, answering back, wandering around the classroom
- Persistent lateness to school or to lessons; being out of class without permission; being in an out of bounds area.
- Causing wilful damage to school property or the property of others.
- Persistently being inappropriately or incorrectly dressed, including sports uniform and jewellery.

Depending on the severity and seriousness of any incidents, **the steps in the following procedures may be bypassed**. The teacher will keep a record of the steps, which have been implemented. The steps will accumulate for any repeated breaches. At any step, there is always an opportunity for the student to change their behaviour and to re-establish positive relationships and attitudes.

## *PRIMARY DISCIPLINE PROCEDURES*

If a student should choose to behave in an inappropriate manner, the following procedures will apply at the teacher's discretion.

1. Warning - A clear explanation of inappropriate behaviour will be given (e.g. disruption, rudeness, failure to follow instructions, etc.).
2. Minor Consequence - (e.g. rubbish collection, written response, etc.)
3. Note or other communication to parents
4. Lunch or break time detention and parents contacted. Supervised by a Management Team member or teacher
5. Should a second lunchtime detention be given for the same negative behaviour then discussions will need to take place with parents and this could lead to suspension or exclusion.

**\*Blatantly unacceptable behaviour – leaving school property without permission,**

**outright disobedience, fighting, harassment, etc., will result in the student going directly to Step 4 or 5.**

These procedures apply to consistently inappropriate behaviour. Any procedures may be circumvented at any time by the student choosing to modify his or her behaviour. As in most areas, negative behaviour is the result of a choice made on the part of the student. We control behaviour; it does not control us.

## *SECONDARY DISCIPLINE PROCEDURES*

For students in Y6 and up, behaviour issues are communicated by **behaviour slips**. Behaviour slips will be given as specified below, or for other behaviour issues including, but not prescribed by,

- Inappropriate behaviour in the classroom
- Late handing in of homework
- Late arrivals to school or lesson
- Issues at break or lunchtime
- Failure to wear a helmet if travelling by moto

Behaviour slips will be followed up by a member of the Leadership Team, leading to action at an appropriate step outlined below.

1. Verbal or Written Warning will be given and the expectation restated. This may involve the completion of a behaviour slip
2. Time Out (within the room). The student will be asked to move with their work to a different location within the classroom. This may involve the completion of a behaviour slip
3. Time Out (outside the room). The student will be asked to move with their work outside the classroom or to the office, until a break or home time. The student will remain there until the teacher who sent him/her speaks with the student. Any work missed whilst in the 'time-out' room must be caught up. This will usually involve the completion of a behaviour slip
4. Lunch Time Detention. This occurs if the student has accumulated two behaviour slips in a three-week period. The detention will be held during a lunch time and supervised by a member of staff. Parents are to be informed of the detention.
5. A parent meeting will be held if the student is sent to detention a second time in a six week period. This meeting will be initiated by a member of the Leadership Team to discuss student behaviour including steps 6 and 7 below as appropriate

6. Daily Report Card. The daily report is monitored for a week by parents, teachers and a member of Leadership Team. Upon initiating the Daily Report Card, a review date will be set with clear expectations and outcomes.
7. Fixed Term Suspension. Parents are contacted to inform them that the student will be suspended from school for a fixed period. Prior to returning to school, a meeting will be scheduled between parents, student and the relevant Principal where the situation will be discussed. The possibility of permanent exclusion should be outlined clearly to both parents and student should behaviour not improve. At this meeting, the student must, in writing, outline the differences which will occur in his/her behaviour/attitude. This could form the basis of a continuing Daily Report Card for the student.
8. Permanent Exclusion. Following one or more Fixed Term Suspensions, if there is no observable change in behaviour, the student will be permanently excluded from the school by the Director. Parents may appeal against permanent exclusion to the appeals officer of the HOPE School Board.

**\*Serious incidents of unacceptable behaviour will result in the student going directly to at least Step 4, with the possibility of repeated lunchtime detentions or later steps, including Permanent Exclusion, being applied.**

## ACADEMIC HONESTY

Academic honesty is defined as the good practice in teaching, learning and assessment of recognising when student work is their own, and when not, acknowledging this.

Malpractice includes:

- Plagiarism: this is defined as the representation of the ideas or work of another person as the candidate's own.
- Collusion: this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another authenticity, particularly the difference between collaboration and collusion.
- Duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements.
- Miscellaneous: this is defined as any other behaviour that gains an unfair advantage for a candidate, particularly during assessments.

Students in Y11 onwards will be required to sign a document confirming that all of their work is academically honest and that all work they submit for assessment will be their own authentic work.



# OUR CHILD SAFETY POLICY

## **Statement of Intent**

The Bible maintains that children are a gift from God, they are a blessing, and that they should be treated with special care and protection. As a Christian school, HOPE is committed to providing an atmosphere where all children can learn and grow in safety and security, and are actively protected from all types of abuse, regardless of ethnicity, gender, disability, skin colour, or social position. HOPE expects proper moral and ethical conduct towards all children on the part of all employees. HOPE also expects all the personnel to adhere to the standards and procedures prescribed in this child protection policy.

HOPE International School believes that its duty of care to children, to some extent, extends beyond the immediate school jurisdiction. Thus HOPE seeks to respond by identifying and responding in an appropriate manner when it is made aware of child abuse, or suspects that harm to a child is occurring outside of the school.

The school also recognizes its responsibility to staff, teachers, volunteers and other employees to provide a safe working atmosphere where they are equipped to fulfill this responsibility, and where they are protected from unnecessary risk or false allegations.

## **Definitions of Harm/Abuse and Misconduct**

### **Harm:**

Children or students can be harmed both physically and emotionally. The immediate and long-term effects can be disastrous for the individual child, their family and the community.

'Abuse', 'neglect' and 'maltreatment' are generic terms used to describe situations where a child or student may need protection from harm. Child abuse is an act or omission by an adult that endangers or impairs a child's physical or emotional health and development.

From a Child Safety perspective, use of the term 'harm' instead of 'abuse', 'neglect' and 'maltreatment' helps to focus on the effects on the child rather than the actions of the adult. This distinction becomes important when undertaking an assessment of the child or student's ongoing safety and well-being.

### **Physical Harm:**

Refers to a situation in which a child or student suffers or is likely to suffer significant harm from an injury or pattern of injuries inflicted by a student or child's parent/caregiver or any other person. This may include, but is not limited to, injuries that are caused by excessive discipline, severe beatings or shaking, bruising, lacerations or welts, burns, fractures or dislocation, attempted strangulation and female genital mutilation.

**Emotional Harm:**

Refers to a situation in which the behavior by a parent or caregiver damages a child's confidence resulting in significant emotional disturbance or trauma. Although it is possible for 'one-off' incidents to cause serious harm, in general it is the frequency, persistence and duration of the parental or caregiver behavior that is instrumental in defining the consequences for the child. This can include, a range of behaviors such as, but is not limited to, extreme criticism, excessive demands on a child's performance, withholding affection, exposure to domestic violence, intimidation or threatening behavior.

**Spiritual harm**, included as part of emotional harm, may result from a system or person in authority who tries to control, manipulate or dominate a child in the form of fear, coercion or intimidation. Patterns of harmful behavior may involve using Scripture to control or manipulate a child, to protect the offender, or to manage the child for the convenience of the adult.

**Neglect:**

Refers to a situation in which an adult fails to provide a child with the basic elements needed for his or her proper growth and development, such as food, clothing, shelter, education, medical and dental care and adequate supervision.

**Sexual Harm:**

Refers to a situation where there is any sexual activity with a child perpetrated by another child or adult. It can include, but is not limited to, indecent exposure, obscene communication, sending sexually explicit messages, showing or providing pornography, voyeurism, solicitation to sexual activity, touching private body parts or clothing, fondling, statutory rape, rape, oral and anal sex, or incest. This also includes producing, viewing or owning child pornography.

**Child-to-Child Harm:**

Includes all types of harm as defined above that occurs between children rather than between a child and an adult. If children are engaging in abnormal sexual behavior the incident will be assessed on a case by case basis.

**Self-harm:**

Refers to the direct and deliberate act of harming one's body without the conscious intention to die. Self-harm may result in death as it is a risk factor for suicide and also for complications resulting from self-harming behavior, e.g. infection.

**Significant Harm:**

Refers to any detrimental effect of a significant nature on a child's physical, psychological or emotional well-being. What is significant is not minor or trivial, and may reasonably be expected to produce a substantial and demonstratively adverse impact on the child's safety, welfare or well-being. "Risk of significant harm" is when it is assessed that a child is highly likely to experience significant harm in their current circumstances.

### **Cumulative Harm:**

Cumulative harm is defined as harm experienced by a child as a result of a series or pattern of harmful events and experiences that may have occurred in the past or are ongoing. So while each individual harm incident may appear minor, the accumulation of these incidents may represent significant harm.

Although the legal definition of child abuse refers to actions against individuals under the age of 18, the school will protect the rights and safety of students who are over the age of 18. All policies apply to currently enrolled students.

HOPE condemns any conduct under the definition of sexual harassment and will investigate and seek to resolve all complaints. There will be no retaliation against any staff member, student, or employee for filing complaints. Every effort will be made to protect the reputation and confidentiality of all those involved. All information relating to such a complaint or accusation shall be kept absolutely confidential among the individuals directly involved in the process.

### **Sexual Harassment Definitions:**

“Any unwanted or inappropriate sexual attention is sexual harassment...It is one-sided and unwelcome.” (From Everything You Need to Know About Sexual Harassment by Elizabeth Bouchard, Rosen Publishers, New York, page 21.) The victims as well as the harasser can be of either gender. Sexual harassment may be further defined in the following terms:

**Verbal Harassment:** (epithets, derogatory comments or slur with a sexual implication) Examples: sexually explicit jokes, comments about a person’s anatomy or dress, etc. with a sexual implication.

**Physical Harassment:** (assault, impeding or blocking movement or any physical interference with normal movement directed at an individual) Examples: inappropriate touching, pinching, patting, brushing against, etc.

**Visual Harassment:** (derogatory or sexually inappropriate posters, cartoons, drawings or letters) Examples: displaying sexual pictures, staring at another person’s anatomy, etc.

**Sexual Favours:** (unwanted sexual advances) Examples: propositioning an individual, making threatening reprisals after a negative response to sexual advances, etc.

Please check HOPE website for additional information on this policy.

## DEALING WITH BULLYING

HOPE rejects all forms of bullying. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a **TELLING** school. This means that *anyone* who knows that bullying is happening is

expected to tell the staff.

### ***What is bullying?***

Bullying is the use of aggression with the intention of hurting another person. It is usually repeated, rather than a one off event. Bullying results in pain and distress to the victim. Bullying can be:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Verbal - name-calling, sarcasm, spreading rumours, teasing
- Cyber - All areas of internet, such as email & internet chat room misuse, mobile threats by text messaging & calls, misuse of technology, i.e. camera & video facilities

### ***Procedures for dealing with bullying***

- Parents, teachers and other pupils should report suspected bullying incidents to teaching staff
- When staff consider bullying incidents serious, incidents must be recorded and investigated
- Wherever possible, pupils will be reconciled and the bully (bullies) will usually be asked to genuinely apologise.
- In serious cases, parents should be informed and asked to come to a meeting with pastoral teachers and/ or principals to discuss the problem
- Other consequences in line with the school's behaviour management policy may take place
- After the conclusion of an incident, each case will be monitored to ensure repeated bullying does not take place.
- Attempts will be made to help the bully (bullies) change their behaviour

Please refer to HOPE website for additional information on this policy.

## TRUTH TELLING

To address and provide a way for the handling of Truth Telling aka Whistleblower. The administration and staff are expected to respond courteously to truth telling, but it will be up to the administration's judgment as to whether any concerns should be acted upon.

To provide protection for Truth Teller from retaliation and to safeguard such person's confidentiality.

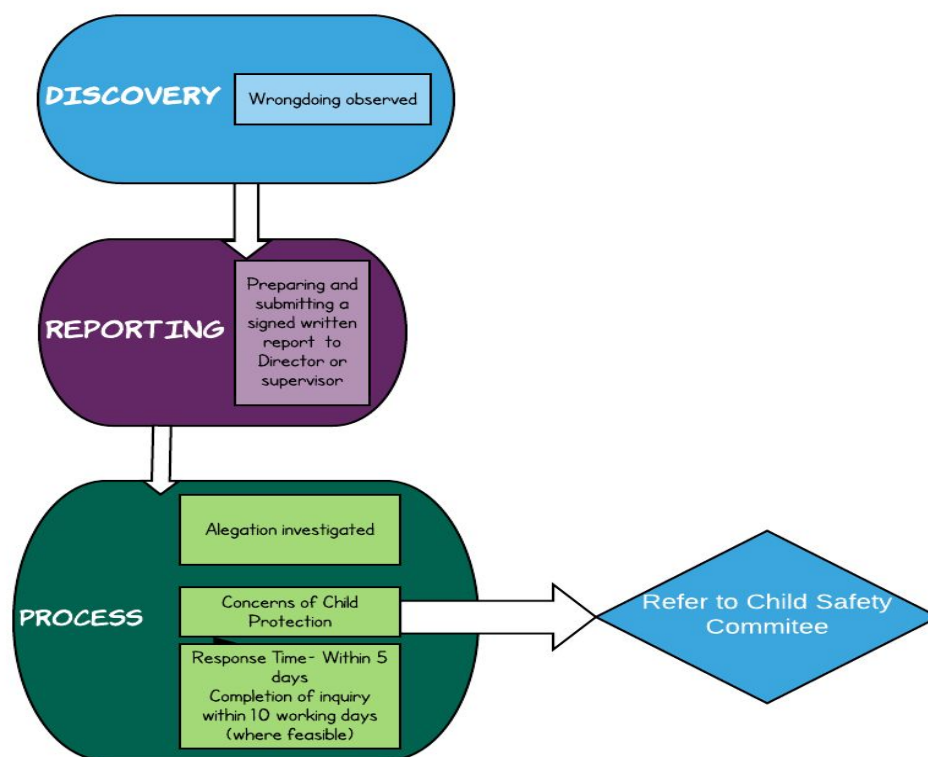
### **TRUTH TELLING RELATING TO ALLEGED:**

- Unlawful conduct
- Miscarriages of justice

- Potential maladministration, misconduct or malpractice
- Health and safety issues including risks to the public as well as risks to students, staff, volunteers and parents
- Action that has caused or likely to cause danger to the environment
- Abuse of authority
- Unauthorized or inappropriate use of school funds
- Fraud or corruption
- Mistreatment of any person
- Action that has caused or is likely to cause physical danger to any person or risk serious damage to school property
- Sexual, physical or emotional abuse of staff, students, volunteers or parents (see also Child Protection Policy)
- Unfair discrimination or favoritism
- Racist incidents or acts, or racial harassment
- Bullying
- Any attempt to prevent disclosure of any of the issues listed

Please check the website for additional information on the policy.

## TRUTH TELLING PROCESS



# LEAVING HOPE

It is always sad when someone leaves HOPE and we want to help you make that transition well. If you feel your child or whole family would appreciate time to talk through the transition and changes ahead of you, please contact the Student Support Team. To help the administrative process, please adhere to the following procedures:

## ***Home Leave/Furlough***

- At least 2 months before your last day at HOPE: Please inform the Office of your departure from and return date to HOPE by filling out a 'HOPE Home Leave/Furlough Request' form. These forms are available in the HOPE offices.
- Please complete the 'HOPE Home Leave/Furlough' form including your contact details for when you are abroad.
- Please book an appointment to meet with the Director.
- Remember to return all library books, text books and any locker keys.
- As you will be returning to HOPE, no fees will be refunded. Contact the appropriate office for any concerns or questions.

## ***Leaving HOPE Permanently***

- At least 2 months before leaving: please inform the Office in writing, as this enables them to process the paperwork and refund your deposit.
- Failure to give proper notice will mean that you are unable to reclaim your deposit.
- Please book an appointment to meet with the Director.
- Complete the 'Leaving HOPE' checklist with Office staff and remember to return all library books, textbooks and any locker keys.

# SCHOOL SERVICES

## **Home School Support Unit**

The Home School Support Unit exists to provide educational support and academic accountability to home school students and parents within Cambodia and surrounding nations. The Home School Support Coordinator partners with Asia Educational Resource Consortium (AERC), providing curriculum advice, educational planning, resources, educational testing, workshops and conferences. The Home School Support Coordinator will also provide limited support for families who have short absences from school due to furlough commitments in their home country.

Home School students pay for services used and may join in specific events such as sports day and the swimming carnival.

## Parent / Teacher Interviews

Formal parent/teacher interviews are held twice during the year, one in each Semester. Parents will be offered opportunity to sign up for interviews at a convenient time or will be assigned to an opening with the pastoral teacher.

If you have concerns about your child's academic progress at any other time, we encourage parents and teachers to communicate. Appointments may be made with class teachers through the school Office.

## Student Support Team

The Student Support Team (SST) has been created to help better support our students in a holistic manner, and provides a way for parents, teachers and students to communicate concerns and access further support. The SST meets regularly and is comprised of at least one Management Team member, one counselling office member and a special needs support teacher. The desire is to improve communication and utilize all knowledge and experience available to best support our students academically, socially, emotionally, physically and spiritually.

If you have concerns and think your child would benefit from this extra support, please fill out and return the SST Referral Form, available from the School Office.

# FOOD AND DRINK

## *Drinking water*

Students are asked to bring a bottle of drinking water to school each day. This can be refilled from the school's drinking fountains which are supplied with filtered and chilled water, safe for drinking. Please label drinking bottles clearly.

## *Lunches*

Catered lunch is offered at all HOPE Campuses. Prices and menu will vary, full details of which are available on the school website or from the school office.

Students may also bring a packed lunch or have a meal delivered at lunch time. If delivering food, please ring the bell at the front gate for entrance. ***Please label all containers clearly.***

# THE LEARNING HUB

Opening hours: 7.30am – 3.30pm (Monday through Friday)

The HOPE libraries have an increasingly extensive selection of resources suitable for the whole family, including fiction, biography, reference, and Christian living books for all ages, including parents. Students can use the netbooks, chromebooks and tablets for research and homework tasks. Individual workspace, collaborative workspace, and comfortable reading areas are available to everyone in the HOPE community, and parents are welcome to make use of

this as well. All families enrolled at HOPE have automatic library membership and may borrow 10 books at a time on their Family account in addition to student accounts. Please see the Teacher Librarian with any questions you might have.

A deposit for library and textbook hire is part of the school fee structure. This is used to replace lost books and is only refunded when all books are returned in a good condition. Water damaged books may require replacement. Any lost books are charged at the new price plus postage, as listed on Amazon Books.

## SUPPLIES

HOPE School provides consumable supplies for all students. However, special projects may require additional supplies to be bought by parents.

## PHONE CALLS

Messages for teachers and/or students can be left with Office staff. Teachers are not available for telephone calls during lesson time. Out of respect for their privacy, please only contact teachers for school-related issues during breaks or immediately after the school day has ended.

Students are only given access to the school phone in case of an emergency or a matter of importance. This is at the discretion of office staff. They are not allowed to use the office telephone because they have forgotten something such as homework, or to arrange social outings.

### ***Emergency Calls from the School***

When the school rings a parent to communicate the need to collect a child, it is **important** that you treat it as urgent and come within 1 hour.

- If a child is seriously unwell and the school nurse has decided they need to see a doctor urgently, the school reserves the right to send take the child directly to an appointed clinic and the bill will be added to the next fee invoice.
- If a child has been involved in a behaviour related incident which a member of the management team has decided justifies a temporary exclusion from school, parents may be asked to come get the child.

\*HOPE office staff will not necessarily be aware of all the details concerning a call from school. Therefore, please meet the member of staff who has requested you to come, or arrange to speak to them later on the phone. *If any member of office staff is bullied either over the phone or in person, or a parent refuses to come and collect their child, we reserve the right to terminate the child's place at school.*

## PASTORAL CARE

Students in the Primary School are mainly taught by one Class teacher who is responsible for the pastoral care of students in that class. Secondary School



students are divided into Pastoral groups led by a specific Pastoral teacher. Students meet with their Class/Pastoral teachers each morning at 8.00am for student devotions and pastoral time. These Class and Pastoral teachers are committed to praying for each of the children in their care, and are the main point of contact for parents with concerns.

## NEWSLETTER, WEBSITE, CALENDAR

Our school newsletter, "Noticeboard" is emailed to parents, please inform office if you are not on the list. Other specific notices will be distributed when applicable. The school calendar is available from HOPE website.

Please visit the HOPE website [www.hope.edu.kh](http://www.hope.edu.kh) for the most up to date information, including copies of recent announcements, staff lists, policies and publications.

## KOREAN LIAISON

As a school we recognize the large Korean population in Cambodia and at HOPE. Therefore, we have a Korean Liaison member of staff to assist with translation and cultural questions. If a Korean speaking parent would like to meet with a teacher or would like to ask questions about schooling in an international setting and needs someone to translate, please book an appointment with our Korean Liaison through the school office. The Korean Liaison will follow HOPE school policy and cannot offer special privileges or exceptions based on ethnic preference.

## PHOTOGRAPHS

Individual student and whole class photographs are taken each year and available for purchase. Students with siblings may be offered a family photograph.

Photographs taken throughout the year may be used for school promotional purposes. **If you do not wish for your child's photograph to be used, please contact the school office.**

## LOST AND FOUND PROPERTY

Please label all children's clothing and other personal belongings with their names. All lost property is kept in a specific location at each school campus. Lost property is cleared out at the end of each semester. HOPE School will not be responsible for lost, ruined or unclaimed items.

## LOCKERS

Lockers are available for High School students to store books and school equipment in. PE clothes and any food items or storage containers should be taken home at the end of the day. A \$10 deposit is required per locker. Keys are issued by the library on presentation of an Office receipt.

Lockers should be treated with respect; not painted or vandalised, not slammed or dented, used by only one student and kept neat and in good condition. Students will be held financially responsible for any damaged lockers.

## COMPUTERS AND INTERNET

HOPE School provides technology which allows staff and students to access the Internet. Maintenance and support for the school computer systems is the responsibility of the IT department on each campus. Personal e-mail accounts will be assigned to each HOPE staff member and all students. There is no charge for this service. The owner of the account will have a private password, however may use the Internet for purposes other than e-mail. Internet access and email accounts are a privilege and standards of ethical and appropriate behaviour are expected of everyone.

Appropriate usage and BYOD (Bring Your Own Device) guidelines and expectations can be found in student diaries or on our website.

## TRANSPORTATION

Bus/Van routes have been established for HOPE students in order to ensure safety, convenience and expediency. Where possible, door-to-door service has been offered to younger students however, due to traffic and weather, point-to-point stops have been assigned to most students according to neighbourhood. In most cases, the returning stop will be located on the opposite side of the street from the pick-up.

Any changes to bus stop location must be submitted in writing to the appropriate HOPE office. While HOPE School desires to offer the most convenient service possible, changes to stop locations or routes are not guaranteed due to limited seating and bus sizes. Students should ride only the bus they are assigned to unless permission has been granted by the accompanying adult and a parent, and there is no shortage of seats caused by the change. Students are to follow the school rules even while on the buses, treating drivers, accompanying adults, other students and the bus itself with respect and consideration. Any conflict or disturbances occurring on buses will be treated as behaviour issues and dealt with according to school discipline practice.

## HOME/SCHOOL COMMUNICATIONS

HOPE School is a partnership between home, staff and students. Working together, we can help HOPE students reach their full potential in a caring, secure

and encouraging Christian environment.

HOPE operates an 'open door' policy and welcomes parental involvement in the life of the school. Please come and support HOPE in assemblies, sport, drama, music and other special events.

## SCHOOL BOARD

The HOPE Board voting members consist of one representative from:

- Participating Member Missions
- Representative from the Parents' Council
- Representative from the Siem Reap Campus

Non-voting members include:

- The Executive Director
- One Teacher Member
- Up to two (2) other seconded Member by invitation,

The Board has the responsibility for the overall administration and operation of the school. It has the authority to approve and modify the foundational documents such as: Vision and Mission, Statement of Faith, Philosophy of Education and the Core Values, however must remain true to the HISF Objects and Powers, and it's Articles of Association

The Board has the authority and responsibility to appoint a Director as their Chief Executive Officer.

It also has the sole responsibility for major building and construction, property purchases, mortgage acquisitions and property sales.

Missions or other Christian Organizations may formally become Member Missions after application to the HOPE Board. This requires a financial commitment to the school for a minimum of three years, ensures a seat on the Board, and results in tuition benefits for families belonging to the Member organization.

## PARENT COUNCIL

HOPE Parent Council consists of up to 9 parents nominated and elected annually. The Parent Council supports the partnership between HOPE and parents of students at the school. Meetings are held once a month in order for parents to take a role in organizing school/social functions, fund raisers, and the welcoming of new staff and families. Parent Council supports the implementation of HOPE plans and policies and seeks to receive consultation from the broader HOPE parent body in order to help maintain, support, develop and promote the unique school culture and traditions that contribute to making HOPE such a special school.

### **Parent Prayer meeting**

Parent Prayer meetings are held weekly at each campus. Everyone is welcome to

attend and join us as we pray for HOPE. Times and locations are published in the school Noticeboard and can be found on our website or from the school office.

### **Parent Class Representatives (PCR)**

PCR's play a vital role in welcoming new families and helping to build a sense of community within a class or year group.

If you would like to be involved in the Parent Council or as a PCR, have ideas for fun, social events or general concerns that you would like to discuss, please contact: [parent.council@hope.edu.kh](mailto:parent.council@hope.edu.kh)

Contact details for Parent Class Reps are sent out annually after the beginning of the school year.

## STUDENT COUNCIL

Each Year group or Pastoral Class nominates a Student Council representative. They meet once a month to plan social events such as Sports Week, as well as being a link between teachers and students. This is part of our Godly leadership training, as the older members lead the younger ones. The School Principal is responsible for overseeing this group, but acts in an advisory role and a management team representative, rather than leading the group.

## FINANCE COMMITTEE

The Finance Committee members are the Director, Finance Officer, Business Administrator, and other experienced, co-opted members from the school and broader community. The Finance Committee advises the HOPE School Board, providing financial reports and preparing budgets for Board approval. Any financially minded parents in the community are encouraged to join and assist the school in planning and budgeting, setting school fees and developing policy related financial policy and practices.

### **General Information for Parents**

Other ways parents can be involved at HOPE:

- ❖ Support your children in any events they are taking part in
- ❖ Be a volunteer/ parent helper for the Primary School swimming lessons
- ❖ Use your skills and become a volunteer to lead an after-school activity
- ❖ Listen to the younger children read
- ❖ Look for fundraising opportunities for HOPE

Please help HOPE help you! Please inform the Office

- If your child is sick or will be arriving at school late
- If you need to collect your child before school finishes
- If you are going on home leave, holiday or missing school for any other

reason

- When your address, phone number or email address changes – this is vital for emergency situations when we need to contact you quickly
- If the medical information about your child needs to be updated
- If you would like to discuss anything with a teacher or use the services of the Student Support Team

If this is your first time living in Cambodia, there will be lots of things for you and your family to adjust to. It may take time for you to all feel settled and some days will feel better than others. Please contact the Parent Council if you would like some moral support.

## SCHOOL PROBLEMS / GRIEVANCES

Good relationships within the school community give children a greater chance of success. However in the event of a grievance the following principles will apply:

- Everyone will be treated with respect
- Meetings to discuss grievances will be suspended if any person(s) behaves in an insulting or offensive manner

Steps that should be followed:

- Pray about the issue
- Arrange a time to speak to the relevant person/people about the concern
- Communicate clearly what you consider to be the issue(s)
- Allow a reasonable timeframe for the issue to be addressed.
- If the grievance is not addressed to your satisfaction, please arrange a time to speak to the relevant Principal or the Director if the issue relates to a Principal. A copy of the HOPE School Grievance Policy can be obtained in the school offices or on the website

## SPECIAL EVENTS

HOPE provides a range of special events, complementing the work undertaken within the classroom.

### Concerts

HOPE values student creative talents and celebrates these at various times throughout the academic year. Special productions are usually created each Semester which provided a great opportunity for students to work together, to perform in front of an audience, and to celebrate. All concerts and musical events are staff dependent and rely heavily on parent volunteers.

### FLAG Week (Forever Learning about God)

Held during Semester 1, FLAG week is dedicated to a time of spiritual emphasis and reflection. Special assemblies, activities and visiting speakers help challenge students about the Christian faith.

## **Camp week**

During Semester 2, HOPE organizes a camping program for all students. This is a wonderful opportunity to develop friendships and share new experiences together. Younger students enjoy fun activities based at the HOPE campus, whilst older students may travel to other Provinces within Cambodia. Comprehensive information regarding these programmes is given to all parents. Costs for school camps are included in the school tuition fees.

## **Sporting Celebrations**

We hold an athletics carnival each year, where students participate in a range of track, field and novelty events. Additionally, there is a swimming carnival at the end of Semester 2. For these events, students are divided into 4 teams/houses (red, green, blue and yellow) with mixed ages and abilities. Where possible, siblings will be allocated the same team colour. Parents are encouraged to come and cheer the students on during these exciting community events.

## **Buddy Group Games**

Students are divided into cross age 'buddy groups' and take part in special games or devotion times together throughout the semester. These groups are organized by staff and are intended to be student-led opportunities for leadership and mentoring across age-groups.

## **Assemblies**

Parents are very welcome to attend our school assemblies. Assemblies are held each week as a time for all the classes to join together for prayer and worship. Each school assembly is led either by a HOPE staff member, or a different class group per week. Assembly times vary according to campus, please check with the appropriate office for current times and locations. Join us for a time of worship and presentation of student awards.

## **Student Awards**

### ***Weekly Awards***

Each week, teachers nominate a student from their classes for outstanding achievement or service. Awards are presented by teachers at the weekly assemblies.

### ***Annual Awards***

The Celebration and Graduation Evening, at the end of the academic year, is a chance to present special awards and recognise the students who are graduating.

**Primary School:**

Each Class receives two Encouragement Awards, both for outstanding effort and achievement.

### **Secondary School:**

Each Year group receives four awards

The Creative Arts Award: to a student showing creativity and flair in all aspects of the Arts.

The Sports Award: to a student displaying excellent teamwork and attitudes of fair play in addition to his/her sporting skills.

The Studentship Award: to a student who displays conscientious effort and pleasing attitude at all time.

The Scholarship Award: to a student for outstanding academic work in class throughout the school year.

**The Jo Miller Award** is awarded to the HOPE Primary School student who displays the characteristics of a servant leader growing in Christ. Jo Miller had a vision for HOPE serving missionary families working in Cambodia and was the founding Director when it was established in 2002.

**The Gwen Coventry Award** is awarded to the HOPE Secondary School student who displays the characteristics of a servant leader growing in Christ. Gwen Coventry served God in remote villages in Nepal for many years. Upon returning to Melbourne, Australia she continued to selflessly serve God's people, especially the growing Cambodian community and was instrumental in encouraging Jo Miller in her vision for establishing HOPE School. Her life is an example of what it means to be a servant leader.

## FACILITIES HIRE

The primary basketball court (small court), playgrounds and plaza area are available for the HOPE Community to use from 2:45pm to 5:45pm on weekdays and from 8:30 am to 5:45pm on Saturday. All official bookings including training on the primary court, tournaments and school events will take priority. Please respect the facilities and treat them with care. The guards have been instructed that you must present your HOPE family ID for access. The bathrooms at the back of the Hagar area will be open.

A reminder that parents need to be supervising their primary children when using the facilities. This includes weekdays 2.45pm onwards and Saturday.