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Introducing HOPE International School

The initial idea for HOPE came from a group of homeschooling mothers who were praying for help with teaching their children whilst living in Cambodia. Jo Miller a Principal from Australia came out initially as a homeschool consultant and this evolved into teaching a few children at her home. The idea for a school was born. A steering committee was formed with interested parties from Mission Agencies (WEC, CMS NZ, CAMA, AOG, CFC). Jo Miller was appointed as the founding Principal. The first school was in a house (on St454) near the Russian Market, where the Millers lived upstairs and the ground floor became the classrooms.

In February, 2002, HOPE officially opened to provide an affordable, high quality, international Christian education for the children of missionaries. An advisory group was formed to help develop foundational documents that reflect our Christian community here in Phnom Penh.

Since then the school has grown to over 350 students from 30 nationalities. Today, we are a private, non-profit international school registered with the Cambodian government. We have 2 campuses, the main HOPE International School campus in Phnom Penh and a primary through junior high campus in the city of Siem Reap.

The goal of HOPE is to provide a high quality, international, Christian education for missionary children in Cambodia. HOPE offers a ministry to the families of missionaries, enabling them to remain on the field for service. In order to maintain and promote the Christian foundations and values of the school environment, HOPE is committed to ensure that Board members, Director and teachers accept and uphold the HOPE Statement of Faith. Teaching will incorporate Christian values and Biblical teaching. The school will expect a high standard of behavior based on a love of God and concern for others. The school will seek to provide an education at a fee that is affordable. HOPE offers a quality education to meet the individual child’s needs, provided by appropriately qualified, experienced and committed teachers. Quality education is facilitated through an activity-based curriculum in small classes. For many students English is their second language and we aim to support and accommodate them as their language skills develop.

It is our desire at HOPE that each student will thrive academically, spiritually, emotionally, physically and relationally. The school vision is expanded below in terms of the outcomes we want to see in our students.

**HOPE Students will be Global-Minded by understanding, and reflecting on:**

**International-mindedness**
Developing an international worldview through an awareness of life outside their passport culture. Students will increase their awareness and appreciation of language and culture through participation in a multicultural, multi-ethnic and multi-lingual school setting.

**Intercultural Understanding and Respect**
Students will respect and appreciate that all people have intrinsic value and dignity by virtue of each person having been created in the image of God. From this foundation, students will learn to relate to, and grow in their understanding of the diverse, yet connected world we live in.
**HOPE Students will be Servant Leaders by**

**Active involvement**
Being actively involved in school, volunteer work (including CAS), church and in the local community.

**Growing in Care and Compassion**
Eagerly initiate responsible interaction to serve others’ needs and be caring members of the local community and environment. As a Christian community, students respond in compassion and love through word and deed.

**HOPE Students will have Biblical Understanding by**

**Inquiry and Reflection**
Sustained inquiry of one’s own faith and critically thinking and reflecting on what one believes, while at the same time learning about what others believe. Through this process, students will have the opportunity to respond authentically to the Biblical worldview presented to them.

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

**Challenging**
Becoming critical thinkers who are sufficiently and appropriately challenged academically, being taught to question, assimilate, interpret, evaluate and reflect on knowledge gained in order to make connections between their education and the world they live in.

**Lifelong Learning**
Realizing that we live in a rapidly changing world, students will learn to value ongoing (or continuing) education, whether formal or informal, and will develop the habits necessary to maintain such a commitment.

**Knowledgeable**
Recognizing that God created them to be knowledgeable, as a result, students will study a broad and balanced range of conceptual ideas and content that spans multiple subjects, reaching beyond national and cultural boundaries.

**HOPE Students have the potential to impact their world for Christ by**

Faithfully and critically applying the knowledge, skills, and understanding they have developed through their education, enabling them to engage their spheres of influence in ways that reflect a Christian worldview and a relationship with Christ.

**Governance**

Establishing a firm Christian foundation and practical governance has been a priority of HOPE which has resulted in a two-tier model.

**School Board**
HOPE is governed by a School Board. The HOPE Board consists of one representative from participating Member Missions which include: Interserve, SIL, OMF, Global Partners, Pioneers, and AOG.
Other Christian Member Organizations (by invitation), in order to provide added wisdom and expertise to the Board in areas such as business, finance and policy. A Parent Council representative and one teacher member.

We believe such a broad-based foundation will provide stability for the long-term existence of the school, including the provision of sound spiritual, emotional and academic programs and excellent facilities.

The Board is the sole policy making body and has the responsibility for the overall administration and operation of the school. It has the ultimate authority to approve and modify the foundational documents such as: Constitution, Vision and Mission, Statement of Faith, Philosophy of Education and the Core Values. The Board has the responsibility to appoint a Director as their chief executive officer who is responsible for all managerial decisions having to do with the school. It also has the sole responsibility for major building and construction, property purchases, mortgage acquisitions and property sales.

Parent Council

Parent Council exists to be a catalyst of parental engagement in the ministry of HOPE International School. It encourages the ministry of HOPE by promoting community and enhancing communication among stakeholders. Parent Council provides a voice for parent stakeholders as it contributes to positive ministry partnerships to advance the mission of HOPE School.

The Parent Council consists of up to 9 parents nominated and elected by the parents of the students. One member represents the Parent Council on the School Board.

The Parent Council is not a governance body but supports the partnership between HOPE and the parents of students at the school. They meet once a month to raise any parental concerns to the Director and the Board as well as taking a role in organizing school/social functions, fundraisers, and the welcoming of new Employee and families. Parent Council supports the implementation of HOPE plans and policies and after consultation with the broader parent body, provides advice, as required, by the HOPE Board and Director. The Parent Council takes an active role in helping to maintain, support, develop and promote the unique school culture and traditions that contribute to making HOPE such a special school.

Accreditation Bodies

HOPE is accredited with the Association of Christian Schools International (ACSI) which provides benchmarks for the school across a wide range of standards. www.acsi.org

HOPE is an accredited Cambridge International Examination Centre allowing us to offer the International General Certificate of Secondary Education (IGCSE) to students in Years 9 and 10. http://www.cie.org.uk

HOPE is an International Baccalaureate (IB) World School allowing our Year 11 and 12 students the opportunity to gain an IB Diploma. http://www.ibo.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. http://www.asiaerc.org
Office Hours

The School Offices are closed on weekends and most public holidays. During the School Year, the Administrative Office is open from 7:45am to 4:00pm. During extended break periods, office hours will vary. Any changes will be communicated via the school noticeboard.

School Management

The school academic management consists of the Director, Principals, and Deputy Principals and other department Managers. For issues to be brought to the academic management team, please see your appropriate Principal or Deputy.

Interim Director  
Academic Director  
Primary Principal  
Siem Reap Principal  
HR Manager/Office Manager/ Admissions Officer  
Chief Financial Officer  
Facilities Manager  
Primary Deputy Principal  
Middle School Deputy Principal  
High School Deputy Principal  
Siem Reap Deputy Principal  
IT Manager  

Helen Blaxland  
Cheryl Flight  
Damien Gainsford  
Mark Twine  
Elizabeth Shin  
James Brand  
David Flight  
Adam Honeybun  
Andrew Wishart  
Jane Lim  
Melissa Baumbach  
Matthew Lindfield

Our School Year

The academic school year at HOPE starts on August 12th and ends June 11th 2021. HOPE works on a two semester year. The first is from August to December, the second is from January to June. Students attend 180 days of the year. This includes participation in the school Camp Week and Athletics Day. Please see the parent calendar on the website for more details.
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. 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. Educational programs 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. We hope to equip students with the necessary life skills and confidence for life including: thinking, studying, working, playing, creating, imagining and discovering.

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. The curriculum 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, fulfill 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.

All disciplines are taught from a biblical worldview and include; English Language, Mathematics, Sciences, Christian Perspectives and Living, Social Sciences, Additional Languages, the Arts, Computer science and Physical education. ELL students may have additional English lessons rather than learning Additional Languages. The curriculum is objective led, based upon clearly defined and progressive learning objectives.

Assessment is closely linked to the learning objectives, and clear criteria are given to make accurate judgments of ability. Standardised assessments are completed annually in English, Mathematics and Science for Year 2-5 students.

Teachers are expected to differentiate the curriculum within mixed ability classes though scope for ability-based groupings in Mathematics and English has been allowed. HOPE is an accredited Cambridge International Examination Centre and we offer IGCSE (International General Certificate of Secondary Education) to our Year 9 and 10 and students. We are accredited to offer International Baccalaureate (IB) Diploma programme for students in Year 11 and 12.

Christian Perspectives

Christianity is central to our vision and mission. Therefore, all students throughout the school have scheduled Christian Perspectives lessons and students will be assessed on their participation and understanding of the principals and objectives taught. Each morning will begin with students gathering in Pastoral or Year Group classes for a 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. We 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 participate in PE activities. (unless they have an injury in which case, we ask for a parent note explaining). Students wear a PE uniform which is issued by the school. From Year 4 upwards students receive new free uniforms upon admission and are required to wear the P.E uniform for PE lessons. Year 4, 6, 8 are given a new PE uniform at the beginning of the year by the PE department. Sports shoes need to be worn to PE lessons. Due to the climate of Cambodia, students are encouraged to bring personal water bottles for their PE lessons.

Primary Curriculum
The Primary Core Curriculum is based on the UK curriculum but is supplemented by integrated studies and specialist subjects. The integrated curriculum includes science, health, and social studies. The specialist subjects include ICT (Computing), Art and Design, Music, and PE. All subjects are taught with a Biblical worldview in mind. The target number of lessons to be spent on individual subjects per week is: Maths – 7.5; English – 9.5; Integrated Studies – 5; Specials - 6 (a combination of Khmer, PE, Music, Art, Drama, Library depending on staffing) ICT – 1; and Assembly - 1.

Secondary Curriculum: Year 6 to 8
The year 6-8 Curriculum has been developed as a continuum allowing students to progress seamlessly from Primary to ICCSE. A Biblical Worldview is 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 aims to allow students to transition effectively into and out of the school.

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.

Secondary Curriculum: Year 9-12
Beginning in Year 9, students at HOPE may study a number of 1-year long, internally assessed courses, called ‘HOPE’ courses, in combination with 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 internationally examined curriculum, based on the
examinations taken by UK children aged 16. It is administered by the University of Cambridge examinations board. An internationally recognised qualification the IGCSE follows on from HOPE's Middle school curriculum and is excellent preparation for the International Baccalaureate Diploma Programme which HOPE students move into in Year 11.

To be awarded the IGCSE certificate, 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 choices from the following IGCSE subjects: English Language, French, History, P.E., Global Perspectives, Art, Geography, and Additional Maths.

Subjects such as ELL, Khmer, Korean, Design, Music, Drama, National History, Health and Vision in Action (VIA) are also offered (see below). It is recommended that 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.

Subjects offered in any given year are dependent on cohort choices and staff availability.

**IB DP (International Baccalaureate Diploma Programme)**
HOPE is 1 of over 4000 IB World Schools offering 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 learning 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, Activity 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 offers students pathway alternatives should they not require or desire to complete the Full IB Diploma. This may involve students taking a decreased number of subjects. Please see the HOPE Pathways document as an Appendix 1: for further detail. 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

**Vision in Action (VIA) & Creativity, Action and Service (CAS)**
The Vision Into Action (VIA) initiative was designed to further enable the HOPE school vision for our students to become "Global-minded servant-leaders." VIA provides students with opportunities to serve both the school and the community, broaden their vision and interests, develop skills and gain experience. To that end, all students are encouraged and expected to find opportunities for service across the school levels and in the wider
In primary school, due to student ability, access, and child protection, VIA primarily takes the form of service to classmates and class projects aimed at serving the school or the community. During the Middle School (years 6-8), students continue with service as a group/pastoral class, but often with a wider scope and additional responsibilities for planning. Each pastoral group is expected to initiate and run at least one service project during the year. Under the supervision of the pastoral teacher, students undertake all (or most) aspects of project management including planning, fundraising and execution. These projects vary in size depending upon the year group and their ideas, abilities, and access.

For HOPE students in Years 9-10, VIA becomes a more individually-initiated approach to service in the school and community that takes into account each student’s personality, skills and interests. Students arrange and participate in volunteer service activities that are approved by their VIA supervisor and give them personal interaction with others across the school and in the wider community. Student reflections on their VIA service are included in semester reports and maintained by the school for future use for university or job applications. In Years 11-12, VIA goals are largely met through the CAS (Creativity, Action, and Service) requirement of the IB Diploma.

**Homework**

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

We anticipate parents shall:

- be positive and encouraging - homework should not be an onerous task!
- show an interest by asking about the work,
- get involved in solving some of the problems
- assist their child with the organisation of their time by helping them decide which exercises to do on which night
- help them allocate a time, e.g. 30 minutes, then have a break, and return if required
- ensuring they do not leave their homework until the last minute.

**Primary**

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 languages, 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**
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.

For specific details about Homework requirements, please follow the link below:
[Homework Policy](#)

**ASSessment AND REPORTing**

Teachers should assess student learning regularly and maintain evaluation records. Student reports are issued quarterly for Secondary school, with comprehensive graded reports given to parents at the end of each semester. In place of the quarterly reports Primary have goal setting Parent/Teacher/Student conferences. Full reports will be sent home at the end of both semesters. More information about these will be given nearer the time.

In Semester 1 standardized testing takes place for Year 2-8, using the GL Assessment tool for English, Mathematics and Science. This is a standardised measure of a student’s progress and the results are shared with parents.

See [3370- Assessment and Reporting Policy](#) for more details.

**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. Comprehensive graded reports are provided 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 Assessments**
In 2019 HOPE moved to the GL testing platform which is a British product. Annually, Year 2 to Year 8, students will complete progress tests in Maths, English, Science, and/or CAT 4 tests which provide an indication of a child’s academic potential. CAT 4 will be taken by Years 4, 6, 8 beginning of the year and progress tests will be completed toward the end of the year. Progress tests will be implemented annually. Diagnostic reports will be provided to parents. Should such testing identify particular needs for learning extension or support parents may be invited into school for further discussion.

**IGCSE**
Annual exams for Year 10 IGCSE students take place May - June of the academic year. Examination certificates are awarded for each subject taken and there is a fee of approximately $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 in May - 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. There is an IB program fee of approx. $1000 covering program access and examination fees for Year 11 and 12.

**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.

*Pre acceptance tests are used to establish student readiness to enter a particular year level.*

Pathways for Primary to Middle School - Appendix 1;
Pathways for Year 9 and 10 Cambridge IGCSE- Appendix 2
Pathways for Year 11 and 12 Students at HOPE- Appendix 3

**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

For specific details about Excursions/Trip policy please follow the link 6411- Excursion Policy.

Extracurricular Clubs
A variety of extracurricular clubs are offered at a cost borne by the students. Clubs offered in the past have included arts and crafts, Khmer dance, Lego club, Taekwondo, Robotics, non-competitive sports such as swimming, basketball, football, netball, creative arts such as drawing and photography, performing arts such as dance and music. Parents are welcome and encouraged to run or help run clubs. Those interested should contact elizabeth.shin@hope.edu.kh (extracurricular clubs coordinator) and also sign up as a volunteer.

Sports
Competitive after-school sport teams are available to secondary students (Yrs. 6-12). HOPE 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 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.

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

Admissions

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 1st August* (the start of our academic year). See our Admissions Policy which can be found on our website for more details.

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.
non-refundable fee of $100 per child 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. For more details regarding enrollment visit www.hope.edu.kh/admissions.

Registration Procedures
Registration of new students at HOPE School will be processed through the Admissions Officer. 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. Intentions letter for the following academic year are sent out by the school in the 2nd Semester with the estimated school fees for next year. All students continuing the following year, must re-enroll through the Sycamore parent portal in order to reserve a place in the year group.

Fees
School fees can be taken to the office cashier who will 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, amount, 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 (Khmer Riel is only allowed for amounts less than $100 USD. Payment is accepted in cash at each campus or by electronic transfer).

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 ELL tests are administered, fees are included on the application fee but if a re-testing is required a $25 fee will be charged per test.

4. Upon Acceptance of Enrollment, the refundable tuition & library deposits must be paid within one month of receiving the Letter of Acceptance from the HOPE Admissions Officer. The family will then commit to an agreed starting date and tuition and capital fees will be payable from that date and prorated based on the number of school days in the first month if necessary. If the new student does not attend within two months of the agreed date & no tuition payments are received, they will forfeit the refundable deposits and enrollment place. They will need to re-apply and pay a new application fee & deposits if they wish to attend HOPE. If a student is transferring to/from another IB school, additional fees may apply.

5. Accident Insurance is required for all students. If families do not have this coverage (and do not decline coverage) they will be enrolled by HOPE and charged a fee of approximately $20 per year per student.
6. Annual Capital Fees are due by July 1st before the school year begins. They are only payable for the two oldest children in any family; they are not payable for 3rd or subsequent children. If capital fees are not paid by July 1st an additional fee will be charged ($30 for Preschool to Year 5 students & $50 for Year 6 to Year 12 students). New students beginning classes before January will pay the full annual capital fee. New students beginning classes in January or after will only pay 50% of the annual capital fee. Capital fees are not returned if students leave part way through the school year.

7. Annual Tuition & Bus Invoices are divided into 10 equal parts and are due by the 20th of the month starting with August and ending with May. Capital, tuition, & bus fees will be issued quarterly as follows:
   a. May or June - annual capital fee (due by 1st Jul) and August tuition/bus.
   b. September - September, October, and November tuition/bus.
   c. December - December, January, and February tuition/bus.
   d. March - March, April, and May tuition/bus.

8. Late Payment reminders will be issued between the 20th & 31st of each month. A $10 fee per family will be incurred if payment is not received by the end of the month in which it is due. This will continue to be charged each month until your account is brought current. If payments are not received for two consecutive months, a meeting may be arranged between the family and the HOPE Chief Financial Officer:
   a. A repayment plan will be considered at the school's discretion.
   b. If there is a failure to make two consecutive payments or a failure to communicate with the school, HOPE may require the student/s to remain at home until the balance is paid.
   c. Repeated failure to make payments will mean forfeiture of refundable deposits. Students wishing to stay at HOPE may have to re-apply in this situation.

9. Furlough Plans. HOPE requires a minimum two months written notice (to admissions@hope.edu.kh) of your intention to take a furlough. Once approved by HOPE, the furlough discount (if applicable) will be calculated as follows:
   1. if the furlough time away is less than 50 consecutive school days, full tuition will still be charged for the time away; and
   2. if the furlough is at least 50 consecutive school days HOPE will provide a furlough discount of 90% of normal tuition for the agreed time of absence; and
   3. all approved furloughs (approved before the semester starts) that include an entire semester will have a 100% tuition discount for that semester. In this case, there will be a fee of $100 per student per furlough. Semester one is from August to December and semester two is from January to June.

   Please inform HOPE of any changes to your furlough plans as soon as possible.

10. Leaving HOPE. The school requires written notice of at least 20 school days prior to the student’s last day at HOPE and a meeting with the Admissions Officer or the Director. Failure to give proper notice will result in the forfeiture of your deposits. If
you leave during the middle of a semester, your tuition deposit will not be refunded unless there are extraordinary circumstances approved by the Director. All fees must be paid in full prior to your departure; otherwise HOPE can withhold your transcripts and report cards.

11. Refundable Library Deposits will be returned in your final week at HOPE as long as all library books and textbooks have been returned in satisfactory condition. Any damaged or lost items will incur a charge that will be deducted from your deposit.

12. A Family Discount applies to younger siblings of students enrolled full time. It does not apply to part time students (including preschool). The family discount will be calculated and applied after all other discounts.
   a. 2nd child - 5% discount off tuition only
   b. 3rd child - 15% discount off tuition only
   c. 4th & subsequent children - 25% discount off tuition only.

13. Part Time Students may be eligible for tuition discounts. If a student is registered for less than 33% of a full schedule, they may get a 50% discount. If a student is registered more than 33% but less than 67% of a full schedule, they may get a 25% discount. Part time students will still need to pay the full capital fee.

14. Annual Tuition & Bus Invoices are divided into 10 equal parts and are due by the 20th of the month starting with August and ending with May. Capital, tuition & bus fees will be issued quarterly as follows: a. May or June - annual capital fee (due by 1st July) and August tuition/bus. b. September - September, October, and November tuition/bus. c. December - December, January, and February tuition/bus. d. March - March, April, and May tuition/bus.

15. Extra academic support may be subject to additional fees.

16. Field trips and other extracurricular programs may incur additional costs.

17. Financial Assistance may be available for families in need, and will be considered during our annual admission process. Transparency of finances and financial need will be required to be disclosed. Assistance is not guaranteed.

18. If HOPE School is instructed by the government to charge VAT (Value Added Tax) on Tuition, those costs will be added to the already stated tuition fees. Currently VAT is 10% in Cambodia but is not payable by schools.

**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 the 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 or email to admissions@hope.edu.kh.

- Please complete the ‘HOPE Home Leave/Furlough’ checklist form prior to your meeting with the Admissions Officer and have every department sign, if it applies, including your contact details for when you are abroad.
- Please book an appointment to meet with the Admissions Officer.
- 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.
- For any additional information on this policy and procedure please follow the link, Student Home Leave/ Furlough Policy

Leaving HOPE Permanently

- At least 20 school days 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 forfeiting your deposits.
- Please make an appointment to meet with the Admissions Officer.
- Complete the ‘Leaving HOPE’ checklist with Office staff, have them sign the form and remember to return all library books, textbooks and any locker keys.

Termination of Enrolment

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

Ordering Transcripts

Go to HOPE website and under Resources you will find a drop down to order transcripts through parchment. Parchment- Transcripts

In the event that HOPE closes permanently, all transcripts will be held by ACSI. Details on how to obtain original transcripts by following the link to our policy, Transcript Management in the event of school closure

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
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.

See 3230- HOPE Academic Honesty Policy for more details.

Parent / Teacher Conferences

Formal parent/teacher Conferences are held twice during the year, one in each Semester. Preschool to Year 5 parents will have an additional welcome afternoon in early August, where they have a chance to meet the teacher and find out about expectations. We also encourage parents and teachers to talk informally about any concerns. Appointments may be made directly, or through the School Office. Teachers are not expected to give personal telephone numbers to parents as parents are able to contact them via their HOPE Employee email addresses (firstname.lastname@hope.edu.kh).

Student 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 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.

Crisis Care & Caring Support

HOPE is committed to ensure that systems are in place to deal with emergency situations in the school including the provision of appropriate follow up care and counseling as needed. HOPE is also committed to providing confidential, professional and caring support for staff and students in crisis and in need of advice on personal, academic and professional matters. See 6133- Crisis Care & Caring Support Policy for more information.

Our Responsible Behaviour Process

Responsible behaviour starts with an understanding that it is God who has given to teachers (both directly and via parents), the responsibility to exercise authority. Ephesians 6 v 1-9. Parents of students agree to give authority for behaviour management with the following condition upon enrolment. “I will support and help my child to observe all school regulations, including respecting and protecting the school’s property, equipment, buildings and good name.”

Our behaviour and attitudes are based on biblical truth and respect for others. To recognise the centrality of Jesus and the principles outlined in Scripture.

Teachers will be:
**Professional:** prepared and deliver appropriate lesson materials and learning activities and through listening, observing, and reacting appropriately

**Wholistic:** taking into account the individual needs and God–given gifts of all students

**Respectful:** model appropriate adult behaviour consistent with Biblical principles.

Students will be:

**Cooperative:** submitting prayerfully and obediently to authority

**Respectful:** through respecting others’ feelings and views and avoiding ‘put–downs’

**Courteous:** through speaking one at a time and listening attentively to others

**Responsible:** following instructions and safety rules carefully through being punctual, having all books, materials and diary present, staying on task for all lessons and trying to meet all expectations.

See [3210- Responsible Behaviour Policy](#) for more details.

**Dealing with Bullying**

HOPE rejects all forms of bullying. If bullying does occur, all students 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 a teacher.

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

Parents, teachers and other students should report suspected bullying incidents to teaching staff. All bullying reports will be investigated. Wherever possible, the students will be reconciled and the bully (bullies) will usually be asked to genuinely apologise.

In serious cases parents should be informed and will be asked to come in 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 behavior. See [HOPE Anti-Bullying Policy](#) for more information.

**Truth Telling**

HOPE encourages truthfulness in line with biblical knowledge about telling the truth aka whistleblower. Therefore, we provide a policy that gives confidence to employees, volunteers, parents and students about raising concerns in regards to conduct or practices which are potentially illegal, corrupt, improper, unsafe or unethical and are inconsistent with school standards and policies so that he/she is encouraged to act on those concerns. For more details please review the policy under HOPE Intranet PP. See [HOPE Truth Telling Policy](#) for more details.
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 into for P.E lessons.
- Piercings are limited to ears only.
- Where clothing contains logos or language, this should be appropriate for HOPE School and its setting.
- Certain specific events may require a 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.

See 3210- Responsible Behaviour Policy for more details.

Social Media Code of Conduct

Staff, students and parents, before posting photographs of any person, need to obtain his/her permission. Do not identify or “tag” students to photos on social media sites and never include the individual’s full name.

Verify there is a parental permission on enrollment form for posting images. Visitors should not take photos of students and staff should let others know that they cannot take photos of students.

Any violations of HOPE Social Media Code of Conduct may result in discipline and/or termination of employment or opportunities. It could also result in the suspension or termination of enrollment of a student. Violations may be investigated.

If any violation of this Code of Conduct is observed report it to the Principal/Director at HOPE. For questions about the Social Media Code of Conduct please contact the Principal or Director.

See 2190- Social Media Code of Conduct policy for more information.
Prohibited Items

Smoking & Alcohol
HOPE is an alcohol, drugs & tobacco 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. Phones brought to school must be turned off and only used after instruction hours. 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.

General School routines

Attendance and School Schedule
Start of School: 8am (Children may be dropped off from 7:40am)
Morning Break: 10am till 10:20am
Lunch: 12:00 till 12:50pm
End of School: 2:30pm

End of school pick up: No student can be collected without the official pick up card. School finishes at 2:30pm, at which time parents are expected to take responsibility for their children. Preschool – Year 3: please collect your child from their classroom.

If parents are late arriving, then students must wait in the school office. Students in after school clubs should be collected by a parent and be off site as soon as the club finishes. It is not acceptable for primary students to wait for siblings without a parent. Parents are welcome to accompany students to the library after school, or to supervise their own children playing.

To enable successful learning at school, students are expected to arrive promptly and attend all lessons. Please inform the relevant school Front Office (office.assistant@hope.edu.kh) if your child will be absent for any reason. Part time students should sign in and out at the office.

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 education.

Children leaving grounds
Students are not allowed to leave the school grounds during the school day except with permission from their parent/s. 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. No Primary School student can be collected without the official pick up card. Secondary students will not be allowed to leave the school
premises without parents’ consent and signing out at the front office. A note then will be provided to them and must be given to the guard upon exit.

School Visitation
Parents are welcome to visit the school. Before planning a visit, parents should consult with the pastoral teacher 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 school office before going to any classroom. The duty guard will supply a visitor pass, which must be worn at all times. Parents are not allowed to observe lessons without prior discussion with the teacher. However, there will be times where visitors are shown around school – please acknowledge accompanied visitors but do not stop teaching when they arrive.

If a volunteer or visitor is to have ongoing direct contact with the children, e.g. 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, code of conduct within the school, criminal background check or working with children clearance and references.

Follow the link for Volunteer Application, Volunteer/ External Contractor Application Form.

Collection of monies
School fees can be taken to the Phnom Penh or Siem Reap office where the office cashiers will issue receipts. If students bring money to school, it must be in an envelope clearly stating their family name (or Sycamore code), amount and purpose for payment, and should be given to the school office immediately. Receipts for all monies collected will be issued within 24 hours. Class teachers are not responsible for money – please direct the family to the office.

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:

- are at least 15 years old;
- wear a helmet;
- bike is a maximum of 125cc;
- have parental permission;

All moto-bikes must be parked at the designated 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.

Motorbike Pass Request Form

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. Helmets must be worn.

Before and After School Supervision
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.

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

Most after school activities finish by 5:00pm, so by 5.10pm all students should be off the school site. The school does not provide student supervision after the completion of sport/training.

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 attends an after-school club, please collect them at the scheduled finishing time. Check the time with the 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, Lunches and Drinking water
Students are encouraged to bring a snack for the morning break. They are expected to eat their own food, and not share or “swap” with others. All food is to be eaten in the dining areas, not elsewhere in school.
Hagar (Hagar International) provides on-site catering at lunch time. Prices are: below 7 years old: $2.20 and above 7 years old: $3. Coupons can be bought from the cashier by the front office.

The menu is currently in Google Drive folder: All Staff Documentation >> Cafeteria >> Hagar Menu Hagar Menu. Anyone with this link can view the menu pdfs. Students may also bring a packed lunch or have a meal delivered at lunch time.

Water bottles can be refilled from the school’s drinking fountains which are supplied with filtered water safe for drinking. Students are encouraged to bring their own bottles and label them clearly.

**Birthdays or class parties**

For children's birthdays, parents might wish to send in treats, they are to inform the class teacher beforehand. For Primary it is recommended that teachers arrange a lesson each month to celebrate that month's birthdays.

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.

**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 or email office.assistant@hope.edu.kh 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 to the pastoral teacher and front office (office.assistant@hope.edu.kh). 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 inform the Admissions officer and teachers two months prior to your departure from HOPE.

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 a 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 speaks English.

**Template Letter of Authorization of Guardianship**

**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**

In response to COVID19, HOPE has implemented a pre-screening before entering the school. This will continue until further notice to assure safe and healthy conditions throughout the school.

- Nurse or delegated employee will measure the employees, parents, volunteers and students' temperature and assess symptoms prior to entering the school.
- Those with temperatures of 38° Celsius or higher will not be allowed to enter the campus.
- Hand sanitiser will need to be used by all entering the school.

**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 a medical certificate of recovery is produced.
- Impetigo, (school sores) excluded until effective medical treatment has been carried out.
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 the 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 allergy, 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 a snack or lunch with other children.
Our Child Safety Policy

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.

HOPE commits to educate all staff, volunteers and students about child harm in order to promote child safety throughout the school community.

HOPE will provide procedures and systems for responding to concerns or allegations of child harm in order to create an open and aware environment where concerns for the wellbeing and rights of children can be raised in a respectful, fair and lawful manner.

All HOPE Employees and Volunteers must undergo a recruitment process to assess their suitability to teach or serve at HOPE and to have contact with children. Even if the role does not involve the person working directly with children, HOPE International School recognizes that any role in the school gives staff access to children and will screen all potential staff recognizing this fact.

Please follow the link below for additional information on this policy, 6220-Child Safety Policy (Ver 3.0)

School Services

English Language Learners (ELL)

HOPE will provide each ELL student with the English language support they need to support and build towards academic and social success. We strive to respect the integrity of each student’s cultural identity and support the use of their first language. On average, students with a strong foundation in their first language, need about 2 years of ELL support before they have sufficient English to function independently in the mainstream. However, the actual time needed will depend on a number of variables, such as the native language of the learner, language learning aptitude, student motivation and similarity with the mother
ELL students attend mainstream classes with differentiation strategies provided within the classroom environment along with specialist ELL support. ELL teachers collaborate with mainstream teachers and support learning through a push-in pull-out program that focuses on reading, writing and speaking. As a student develops mastery in English, as demonstrated in classroom achievement and the WIDA assessment, he or she may be exited from ELL support classes.

Our ELL programme operates for Kindergarten students through to Grade 8 to assist students to develop their fluency to become more comfortable in the English curriculum. ELL students (with a WIDA score of 5.5 or below) take an English as a Foreign Language class, whilst native English and other students fluent in the English language, may study an additional language. The ELL department, in collaboration with homeroom teachers, periodically reviews student progress. A student’s transfer out of the ELL programme is dependent on established ELL exit criteria (see WIDA levels and enrolment parameters).

For our Language Policy and Guidelines

**Academic Resource Center (ARC)**

HOPE serves the educational needs of students with mild learning disabilities. HOPE is not equipped to support students who have moderate to severe learning needs (see Definitions of Mild and Moderate Learning Needs; Definitions of Moderate and Severe Learning Difficulty), students with severe behavioral issues or students with significant mental health issues that impairs learning. We assess on a case-by-case basis to determine if HOPE has the capacity to meet an individual child’s learning needs.

The Academic Resource Center is committed to ensuring that students have equitable access to learning, opportunities for achievement and the pursuit of excellence in all aspects of their educational programmes. Through an inclusive and nurturing educational environment, students are encouraged to become independent lifelong learners in a global society.

Students experiencing difficulties in accessing the curriculum and successfully demonstrating their learning are referred by teachers to the ARC. Students are also referred to receive additional support upon admission if they have previously had support or have a formal diagnosis. Support is delivered through a tiered intervention system as determined by the ARC. Partnership between parents, administration, classroom teachers, students, and the Academic Resource Center are an integral part of the programme. The ARC works closely with students, teachers, and parents in order to assist those who need additional support to access the curriculum.

To enable students who are experiencing academic difficulty the opportunity to pursue and achieve the goals of their educational programme they may receive ARC support through;

- Accommodations implemented by the classroom teacher, in consultation with ARC
- Working with ARC teachers in the classroom setting
- Working with ARC teachers in the resource room once or twice a week
- ARC class as part of their timetable
Provision is also provided for students who are twice exceptional or who demonstrate both superior intellectual ability and specific learning difficulties. Our aim is to ensure that the giftedness does not go unnoticed and unclaimed while attending to students' learning deficits.

In an effort to help recognize and understand the interaction of giftedness and learning disabilities, each category and potential combinations of the two are outlined below (https://education.wm.edu/centers/ttac/documents/packets/twiceexceptional.pdf):

- Gifted behavior consists of an interaction among three basic clusters of human traits: above average ability, high levels of task commitment, and creativity. Students who are gifted are considered to be academically talented individuals who have abilities in one or more domains that are significantly advanced.

- Learning disability is characterized as a specific learning difficulty that is demonstrated by a substantial discrepancy between performance and ability. Students with LD seem to be performing below their potential in one or more areas and are most often provided with remediation in deficit areas.

Gifted/LD behavior results from the interaction of high ability and a learning disability that may create social and emotional difficulties as students struggle to understand why they can know the answer, but are unable to say or write it correctly. This may be characterized by high activity level, impulsivity, low frustration tolerance, and social/emotional difficulties may co-exist with giftedness and lead to additional diagnoses.

**The Learning Hub**

*Welcome to the Learning Hub* - a center for research, resources and relaxation for staff, students, and the whole family!

Opening hours: Weekdays 7.30 am – 4:00 pm.

The Learning Hub consists of a couple areas and rooms: the Library itself, Khmer Language Class and Teachers Resource Room. A photocopier/ printer is available for staff and
students use. Five desktop computers are available for research or may be used to print to the Resource room. Our online HOPE Library Catalogue of resources (KOHA), is searchable online, for additional research access you will need a Patron account Login and Password which can be set up by Learning Hub staff.

Follow the link to search, KOHA. The link can also be found under PP Intranet and Library tab.

For more information about the Learning Hub please follow the link; Learning Hub website, (currently being updated).

**Home School Support Unit**

HOPE’s vision is to support world missions by providing quality, Christ-centered educational services for families of international Christian workers in Cambodia and this includes families who choose to educate their children outside of the traditional school system by homeschooling.

HOPE Homeschool program is offered with an annual administration and access fee of $50 per child and one time refundable $25 per child library deposit, granting access to the following:

- Sports Day Participation for all ages
- Annual Family Carnival invitation
- PSAT Testing Center
- Library Usage
- Access to school playgrounds from 2:45pm to 4:30pm (weekdays), 8am to 12pm (Saturdays)

There are additional charges for the following activities:

- Camp participation for secondary students for Year 6 to 11
- Extracurricular Clubs
- Standardization Testing for Years 2 to 10
- Year 9 to 12 (IGCSE and IB), access to classes for $1000 per subject per year (plus exam costs), (Application and testing for admission is $100). Note: if taking more than 3 classes a student would be considered as a part-time HOPE student rather than a homeschool student.

Please submit the Hope Homeschool Application Form and fees to the main office. For more information, please contact elizabeth.shin@hope.edu.kh.

**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 promotional purposes. If you do not wish for your child’s photograph to be used, please contact the school office.

Staff, students and parents, before posting photographs of any person, obtain his/her permission. Do not identify or “tag” students to photos on social media sites and never include the individual’s names.

**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 secondary 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. Each student will be issued with a combination lock.

Lockers should be treated with respect; 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 email accounts will be assigned to 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 email. 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 and/or HOPE Acceptable use and BYOD Policy, also Social Media Code of Conduct Policy.

**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 only ride 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. For further detailed information please follow the links below; Parents or Guardians- Bus Guidelines, Students Bus Guidelines

**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
Please come and support HOPE in assemblies, sport, drama, music and other special events.

Weekly Noticeboard
Our main form of regular communication is the weekly “Noticeboard”, which is emailed weekly to parents. It is important that you are receiving this and please see the front office if you are not. Noticeboard

Parent Calendar
The parent calendar is available from the HOPE website. This shows key upcoming events and also holidays. HOPE Parents Calendar

Parent / Teacher Interviews
Formal parent/teacher interviews are held twice during the year, one in each Semester. Parents will be offered the 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. Assessment and Reporting Policy

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 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.

Newsletter, website, calendar
Our school newsletter, “Noticeboard” is emailed to parents weekly, Noticeboard. Please
inform the office, office.assistant@hope.edu.kh, if you do not receive it. 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 for the most up to date information, including copies of recent announcements, staff lists, policies and publications.

**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, Parent Calendar 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. 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 regularly 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, Chief Financial Officer, and other experienced, co-opted members from the school and broader community also have a board member rep. The Finance Committee advises the HOPE School Board, providing financial reports and preparing annual budgets and school fees for Board approval. Any financially minded parents in the community are encouraged to apply to join and assist the school in planning and developing financial policy and practices.

**Other ways parents can be involved at HOPE:**
- Support your children in any event they are taking part in
- Be a volunteer/parent helper for the Primary School swimming lessons or Library
- Use your skills and become a volunteer to lead an after-school activity
- Listen to the younger children read
- Partnering with Parent Council in various school community activities such as Carnival, Snacks during Performances or Concerts, etc.

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 your child is going to be in the care of another adult for any period of time. It is essential we have contact details for a responsible adult at all times.

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 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. Please follow the link for details on this policy, HOPE-Grievance-and-Appeals-Policy-version-4.1

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 provides 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.

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. 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, participate and cheer the students on during these exciting community events.

<table>
<thead>
<tr>
<th>House Colour</th>
<th>House Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue</td>
<td>Cormack</td>
</tr>
<tr>
<td>Yellow</td>
<td>Verner</td>
</tr>
<tr>
<td>Green</td>
<td>Ellison</td>
</tr>
<tr>
<td>Red</td>
<td>Hammond</td>
</tr>
</tbody>
</table>

**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.

**Primary 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.
- **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.
- **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 Excellence of Effort Award: to those students who display conscientious effort and pleasing attitude at all times.
- The Academic Excellence Award: to those students who have shown outstanding academic work in class throughout the school year.

- *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 supervise their primary children when using the campus outside of any school event. This includes weekdays 2.45pm onwards and weekends.

[ HOPE Facility Hire Form and Prices ]
Appendices

Appendix 1:

Hope School Primary to Middle School Pathways for English Language Learners

Context

The desire of HOPE is for all students to have a quality Christ centered education where they will reach their full potential spiritually, socially, physically and academically. We desire to meet all the educational requests for missionary families who seek our assistance but are not resourced and do not have the available professional staff to meet all needs. Our experiences have guided our decision that a minimum language standard is needed for students to achieve success in middle school.

Primary to Middle School Pathway for English Language Learners

Middle School Ready?
A year 5 student who has English as a second language needs to show a functional proficiency level as assessed with the WIDA Language Assessment.
Assessment will be undertaken in the Semester prior to Year 6 commencement, or at entry to the school.

Students who still require further academic language development will be required to continue with specialist English Language classes in Middle school.

Students will be tested as they progress through Middle school. Once their language is at the required level they will be eligible to exit ELL classes

ELL English Language Learner Assessment

WIDA MODEL scores are reported for all four domains (Listening, Reading, Speaking, Writing). In addition, score reports include three composite scores:

- **Oral Language**
  - 50% Listening
  - 50% Speaking

- **Literacy**
  - 50% Reading
  - 50% Writing

- **Overall**
  - 35% Reading
  - 35% Writing
  - 15% Listening
  - 15% Speaking
Appendix 2:

Pathways for Year 9 and 10 Students at HOPE

The Cambridge International General Certificate of Education is most commonly taken over two years.

When students make subject selections in Year 8, they may

a) Commence a Full IGCSE program

OR

b) Commence an Integrated HOPE/IGCSE Pathway

Minimum Academic Standards

For a successful transition to Year 9 students need to be ready to meet the academic requirements of IGCSE.

By April of Year 8 students should:
- Be achieving a C grade or better for: English, Mathematics & Science.
- Have attained a Predicted Grade of at least a C on externally standardised testing.

The Cambridge International General Certificate of Education (IGCSE) is one of the most sought-after international qualifications for students studying at the secondary level, providing students with a broad choice of subjects. It is recognised globally by tertiary institutions and employers, encourages teaching and learning practices that are learner centric and encourages students to investigate issues, develop their own questions and analysis to go further in their understanding. It is a rigorous and challenging curriculum that prepares students for both the International Baccalaureate diploma and university studies in the future.

For students at HOPE the 'full' IGCSE program involves students studying the core subjects

- English Language and English Literature (2 units)
- Mathematics
- Science (2 units)
- Language

    Plus HOPE core courses in:

- Christian Perspectives and Christian Living
- Physical Education

In addition, students select up to four additional IGCSE courses from a variety of electives. These may vary depending on student cohort selections and staffing availability but have historically included: Additional Mathematics; Art; Business Management; Computer Science; Design; Drama; Geography; Global Perspectives; History; Music; National History and Physical Education.

Cambridge IGCSE assessment takes place at the end of the course and can include written, oral, coursework and practical assessment. This broadens opportunities for students to demonstrate their learning, particularly when their first language is not English. In many subjects there is a choice between core and extended curricula, making Cambridge IGCSE suitable for a wide range of abilities.

Grades are benchmarked using eight internationally recognised grades, A* to G, which have clear guidelines to explain the standard of achievement for each grade.

It is recognised that not all students and not all academic pathways require the rigor and depth of study involved in the IGCSE, hence HOPE’s decision to offer alternative pathways.

Students may, in discussion with Parents and the Deputy: IGCSE and IB negotiate a variation to this study pathway.
Options that may be discussed include: the total number of IGCSE courses that the student will take; the total number of IGCSE exams that the student will sit; the possibility of taking a course but having assessment completed internally.

It is critical that possible pathways/future study destinations are researched fully in order to ensure that subject choices meet the likely future minimum requirements.

HOPE will provide a ‘pathway transfer strategy’ for students who require course modification during the two-year program. This would involve a course review. The school/students or parents may initiate a conversation to trigger such a change.
Appendix 3:

Pathways for Year 11 and 12 Students at HOPE

When students make subject selections in Year 10, they may

a) Commence the IB Diploma Program

OR

b) Commence an IB HOPE High School Certificate

OR

c) Commence a HOPE High School Completion Certificate.

The IB Diploma Program is widely recognised by tertiary institutions as the most rigorous and substantive pre university preparation pathway and is particularly appropriate for students in an international context such as HOPE. It provides both academic breadth and depth. The IB is currently recognised in 75 countries by more than 1800 universities. Students completing the Diploma will study three academic subjects at Higher Level, three at Standard Level, and will complete the Extended Essay (EE), Theory of Knowledge (TOK) and Creativity, Action and Service (CAS).

While assessment varies a little across subjects, typically two thirds of assessment is external (exams) and one third of assessment is internal (coursework). Each subject is scored out of 7. Three additional points are available for the core; the Extended Essay (EE), Creativity, Action and Service (CAS) and Theory of Knowledge (TOK). The IB Diploma is scored out of 45 points.

At the same time, it is recognised that not all students and not all academic pathways require the rigor and depth of study involved in the IB, hence HOPE’s decision to offer alternative pathways.

Students completing the IB HOPE Certificate will study 6 IB subjects These may be HL or SL as negotiated with the student and family. They would be required to study CAS. Involvement in the EE and TOK would be a negotiated element of their program. Exams may be set and marked internally here at HOPE, or the student may elect to sit the IB exams in selected subjects.

Students completing the HOPE High School Certificate will take a minimum of 3 IB subjects at either HL or SL, but assessments will be School based and moderated. They will also be expected to complete the CAS requirements. Additional program elements are required and will be determined in conjunction with the Deputy: IB and the Pathways Coordinator taking into consideration future aspirations and likely prerequisites for further study.

NOTE: it is critical that possible pathways/future study destinations are researched fully in order to ensure that pathway options 2 and 3 will still provide access.

In addition, HOPE will provide a ‘pathway transfer strategy’ for students who are achieving lower than 24 points overall at the end of Year 11. This would involve a course review with a view to moving to Options 2 or 3. The school/students or parents may initiate a conversation to trigger such a change.