

Welcome

Welcome to Oscar International School.

Please read through this guide which should answer some questions you may have. If you have other questions, please feel free to talk to the Director or the school Principal at any time.

Introduction

Oscar International School officially opened on the 1st of September 2012. The first term of the academic year started on the 3rd of September and our school has been growing steadily since. Our campus 1 building now comprises of three levels catering for students from Nursery (one and a half years old) through to Year 5. Our second campus 2 in Nong Heo caters to students from Nursery (one and a half years old) all the way through to Year 12 studies.

As Vientiane grows so too does the demand for higher quality education. Being a very newly established school we are in a very fortunate position to cater to this demand and make a name for ourselves as an institution of quality in education in preparation for membership of the AEC in 2016. Amongst our aims at Oscar Bilingual School is to build a learning landscape that reflects our school motto –

Excellentia per studium – Excellence through study.

Curriculum

The IEYC (International Early years Curriculum) supports key areas of learning through holistic enquiry and play-based approaches that cover all curriculum areas including personal, social and emotional development.

Its unique process of learning shifts the focus from measuring outcomes to driving children's learning and development. The IEYC is designed to be flexible and work alongside your existing national curriculum while offering the structure required to suit all practitioners.

The International Primary Curriculum (IPC) is a comprehensive, thematic, creative curriculum for 5-12 year olds, with a clear process of learning and with specific learning goals for every subject, for international mindedness and for personal learning.

Improving learning for 11-14 year olds in lower secondary, with the International Middle Years Curriculum (IMYC). The IMYC is specifically designed around the critical needs of the adolescent brain. The IMYC inspires and engages students, enriching their learning experience. The IMYC provides a rigorous academic platform preparing students well for their next stage of learning. The IMYC aims to support the whole student; the development of personal dispositions and international mindedness are an intrinsic part of every unit. The IMYC is flexible and practical for schools to implement

Mission Statement

Our aim is to develop inquiring, self confident, knowledgeable and well educated young people who can be part of a peaceful world through mutual understanding and respect.

Philosophy

Our philosophy is to bring well behaved and highly educated individuals to the society who may become potential future leaders. We encourage students to become active, compassionate and lifelong learners who understand that other people may also be right with their differences.

It is important that students are capable of putting themselves in an international community as a representative of a culture as well as accepting themselves in their own place with differences in society.

We intend to mold students who can help to create a better world through education. We are committed to promoting the values of international mindedness and fostering a sense of ethical and social responsibility.

We endeavor to develop humanity and world peace with a multicultural awareness and global citizenship consciousness. We believe that a high quality education can be provided in a healthy, safe and secure environment. Therefore we value the health, security and safety of all our staff and students.

Facilities

OIS is a newly built school hosting a range of facilities such as modern, fully equipped, air-conditioned classrooms, an outdoor gym/PE court, safe play areas, a computer lab, a fully equipped library and audio video room, a spacious dining area and a clinic. We also offer a school bus service, a safe and clean environment, attractive school fees and a healthy school lunch.

There is also easy access for parent's cars at delivery and pick up times.

School Hours

The school day for the academic year begins at 8:00 am . The International program is delivered in English and runs through to 3:00 pm.

For summer school the school day begins at 8:00 am and runs through to 3:00pm.

Parents are again encouraged to pick up their children on time at 3:00pm.

Reports and Grading

Report Cards will be prepared and distributed to parents twice a year, once at the end of term one in December, and secondly at the end of term 2 in May.

Primary Grading is as followed:

Between 90% - 100% = A (excellent)

Between 80% - 89% = B (good)

Between 70% - 79% = C (average)

Between 60% - 69% = D (below average)

Between 50% - 59% = E (Improvement Needed)

Between 0% - 49% = F (Fail)

Final primary grades are derived from:

Coursework 25%

Quizzes/tests 25%

Effort 25%

Final Exam 25%

Final secondary grades are derived from:

Coursework (includes homework, tests and quizzes) 25%

Projects 25%

Participation 25%

Final Exam 25%

Students are awarded certificates of merit if they gain good grades.

Nursery and Kindergarten Grading is as followed:

S = Strong

P = Progressing

W = Weak

U = Unseen

Regulations

These school regulations are established under the authority of the Kindergarten and Primary levels from the ministry of education and sports. They are to ensure a well-organised and smooth flow of day-to-day school operations inside and outside the classrooms, build and facilitate an advantageous learning environment and foster a strong sense of teamwork among all students, staff and other members of the school community. Hence, all concerned are encouraged to fully understand, support and carry out these regulations.

General Regulations:

- OIS emphasises cultural awareness, sensitivity and respect in its curriculum.
- After Year 5, each Lao language student will be required by law to write a departmental examination in order to receive a diploma from the district education department. Lower secondary (year 9), Upper secondary (year 12), will receive a diploma from the Ministry of Education and Sports.
- Students should show respect for their teachers and their peers at all times.
- Students are not allowed to wear expensive jewellery, bring mobile phones or other electronic equipment to school. Mobile phones will be confiscated and the student's parents will be contacted to collect them from school.
- Male students must maintain clean hair and a short hair cut. Hair should not touch the collar. Hair dye is not permitted for male or female students. This is the policy required by the Lao Ministry of Education.
- Children must be picked up promptly at the pick-up point at the end of the school day. School grounds are not supervised after 3:00pm.
- All visitors must seek a visitor's pass on entry prior to entering school premises. Prior arrangement and notification must be organised with the office if parents wish to consult with teaching staff.
- Similarly, parents must not visit classrooms without prior arrangement with the relevant teacher and the administration. This aids teachers in avoiding interruptions to lessons.
- OIS seeks to provide a safe and healthy learning environment. In order to maintain this, all children who are sick must remain at home. If a sick child arrives at school in the morning, or gets sick while at school, the parents will be notified and advised to pick up the child immediately. Parents are also encouraged to inform the classroom teacher of any illness their child might have. Students taking any medicine prescription should be sent to school with a note explaining all necessary details.

Dress Regulations:

- Students must wear the school uniform (PE clothes for PE).

Pre-classroom time:

- Once students arrive at school they cannot leave the school grounds without prior notification from the parent/guardian.
- They may not enter the classroom unless a teacher is present.
- Students must be punctual in coming to school.

Classroom time:

- Early departures must be reported to the class teacher and the office before a student leaves the school grounds.
- Shoes must be worn at all times in and out of the classrooms except the ICT room and Early Years classes.
- Students must speak English during lessons and at all time while on campus.
- Students should raise their hands to ask and answer questions.
- Students should ask permission from the teacher to leave the classroom and one at a time, to drink water, or to go the toilet.
- Students should stand and greet any visitor entering the classroom.
- Students should not wear any expensive jewellery, bring any electronic toys or valuables to school, unless required to do so by the homeroom teacher. Money brought by students should be limited to the amount necessary for food and drink on one day. OIS takes every care but cannot take responsibility for loss or petty theft on campus.
- Students are not to borrow any school equipment without prior permission from the teacher or staff.
- Food or drinks are not allowed into any classroom, library or ICT room.
- Chewing gum is not allowed in school.
- Library books may be signed out. If a book is not returned a replacement fee will be charged
- Students must show honesty, integrity and respect for themselves and for others. The discipline policy will be applied in all possible and necessary circumstances.
- Uniforms must be worn during school time. P.E. clothes and appropriate P.E. shoes are required for all P.E. and sports activities. All articles of clothing and stationery (if possible) must be clearly labelled with student names.
- Students are not permitted to leave the school at any time without written permission from parents.
- Student absence for sickness or family reasons must be communicated to the school by telephone or in writing.

Breaks and Lunch Time

- Snacks for recess and lunch time may be brought from home or bought at the school shop.

- Students must wear shoes outside the classroom at all times. They must spend all non-class time outside unless a teacher is present in the classroom.
- Students must not buy any kind of food from outside the school gates.
- Students must not pick or destroy any of the plants on the school grounds
- Students should help to keep the school grounds clean at all times by putting all rubbish into the bins provided.
- Students should show respect to, and always greet their parents, teachers, office and support staff in a friendly manner, as well as all other adults.
- Using rude words, inappropriate language or behaviour will not be tolerated.
- Students must not write on walls, desk, chairs or any other school equipment.
- OIS seeks to promote a strong partnership with all its students, staff, parents and the community at large. In any case of concerns and issues, the reception office, its supervisors or any designated staff can be contacted.

Drop-off, Pick-up and Class Time Procedures

Entrance and Exit Policy

Parents are not allowed to park their cars inside the school campus.

Delivering students:

In the morning, parents may park outside the school gates and drop their children off. If parents want to usher their children to the classroom, then they must park their car outside. Students must arrive at school before 8:00am. Parents must follow the instructions of the school Guards and Traffic Police at all times. Parents and guardians, who deliver students to school are asked to do so promptly and should be appropriately dressed.

Picking up students:

In the afternoon, or at any time, parents must park outside of the school campus and walk into the Entrance gate to pick up their children at the pick-up point or at the classrooms.

NOTE: Only those people identified on the 'Pick-Up Card' for the student will be able to take them from the school.

If you require someone who is not on the card to collect your child you must call the school and confirm the identity of the individual.

If you have lost the card please report it to the school immediately.

Cars are not allowed to park and wait for students inside the school drive-through. Students must be picked up promptly at 3:00pm.

During class times:

Parents must not disturb teachers or students while a class is taking place. If parents wish to take their child out during class time they must first sign out the student in reception and wait

for an administration staff member to bring the child back to reception.

Ms Mukdalin Chantalath

Oscar International School Director

Oscar International School

Organisational Framework



