ESF 英基

DISCOVERY COLLEGE 智新書院

Parent and Student Handbook

2017-18

Grow. Discover. Dream.

CIS WE ARE AN ACCREDITED SCHOOL

IB

ESF 英基

DISCOVERY COLLEGE
智新書院

Calendar
2017-18

Discovery College
38 Siena Avenue, Discovery Bay
Lantau Island, Hong Kong

discovery.edu.hk

Grow. Discover. Dream.

Important Dates *for 2017-18*

August	
Start of Term 1	Monday 14 August
Parent Information Fair	Thursday 31 August
September	
DC CPD Days (Staff Only)	8-9 September
DC University Fair	Thursday 21 September
October	
Mid Term Break	30 September - 8 October
Year 6 Camp	10-13 October
Primary Parent-Teacher Conferences	18-19 October
ESF CPD Days (staff only)	Friday 20 October
Year 5 Camp	25-27 October
Year 3 Camp	26-27 October
PTA AGM	Monday 30 October
November	
Year 4 Camp	1-3 November
Secondary Three-Way Conferences	2-3 November
No Boundaries Week (Y7-12)	13-17 November
Year 13 G4 Project/ Extended Essay	13-17 November
December	
Family Fun Day	Saturday 9 December
End of Term 1	Friday 15 December (dismiss at 12.00)
January	
Start of Term 2	Monday 8 January
DP Subject Selection Evening	Thursday 18 January
Primary Three-Way Conferences	Thursday 18 January
Year 13 Trial Exams	24-26, 29-30 January
School Photos	29 January - 9 February
February	
Chinese New Year Holidays	15 February (dismiss at 12.00) - 25 February
Book Week	26 February - 2 March
March	
Year 13 Three-Way Conferences	Thursday 1 March
Group and Sports Photos	12-16 March
End of Term 2	Thursday 29 March (dismiss at 12.00)
April	
Start of Term 3	Monday 16 April
Year 13 Final Day of Classes	Thursday 19 April
Secondary Three-Way Conferences	19-20 April
Primary Student-Led Conferences	Wednesday 25 April
Personal Project Exhibition (Y11)	25-27 April
Primary Athletics Day	Thursday 26 April
Year 13 Diploma Exams	27 April - 18 May
May	
Labour Day (Public Holiday)	Tuesday 1 May
Year 1 Pizza Play Party	Thursday 10 May
Year 2 Sleepover	Friday 11 May
Year 6 Exhibition	Thursday 17 May
DC CPD Day (Staff Only)	Monday 21 May
Buddha's Birthday (Public Holiday)	Tuesday 22 May
Year 12 Exams	23-29 May
Secondary Big Week	23-29 May
Year 13 Graduation	Wednesday 30 May
June	
Year 11 Work Experience	11-15 June
Dragon Boat Festival (Public Holiday)	Monday 18 June
End of Term 3	Wednesday 27 June (dismiss at 12.00)

ESF 英基 DISCOVERY COLLEGE 智新書院

Guiding Statements

The Discovery College Guiding Statements are articulated in the DC Vision Statement (and Guiding Principles), DC Powerful Learning Statement, IB Mission, IB Core Values, and IB Learner Profile.

Our Vision

Grow.
Be passionate about being the best you can be.

Discover.
Find wonder in the world around us.

Dream.
Dare to make a difference for yourself, humanity and our planet.

Our Powerful Learning Statement

At Discovery College we believe that powerful learning and teaching occurs under a shared spirit of respect, which dignifies and prizes our diversity of experiences and perspectives, reaches into our traditions as well as into the future, excites a passion for ongoing inquiry and strives to help all learners reach for enduring excellence.

The IB Mission

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

To this end the organisation works with schools, governments and international organisations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

The IB Core Values

Motivated by a mission
We aim to create a better world through education

Partnerships
We achieve our goals by working together

Quality
We value our reputation for high standards

Participation
We actively involve our stakeholders

International mindedness
We embrace diversity

The IB Learner Profile

The attributes of the learner profile express the values inherent to the IB continuum of international education: these are values that should infuse all elements of the three programmes and, therefore, the culture and ethos of all IB World Schools. IB programmes promote the education of the whole person, emphasizing intellectual, personal, emotional and social growth through all domains of knowledge. IB learners strive to be:

- Inquirers
- Caring
- Knowledgeable
- Courageous
- Communicators
- Thinkers
- Principled
- Balanced
- Open-minded
- Reflective

The Principal's Note

The purpose of this Parent and Student Handbook is to provide both our parents and students with a brief description of our policies and procedures to help them become more familiar with how the College operates, what our requirements are in certain key areas, how best to communicate with us and what to do if there is a question or concern. As an IB school, we hold our students, staff and parents to high expectations around behaviours and attitudes.

The handbook is updated and revised annually and is provided to all DC families in hard copy format, as well as a downloadable .pdf through the College website. It is important that all families familarise themselves with the Handbook and refer to it regularly.

We value academic excellence and pride ourselves on providing a safe and nurturing environment where teachers, students and parents work together to achieve shared goals. Students do their best when they are happy, and we will do all we can to ensure that every student not only enjoys academic success but also enjoys the journey to success. We encourage involvement and achievement outside the classroom. There are many opportunities to excel both in academic studies and in a range of other activities.

Our goal is to help all students become confident, articulate young people with a strong sense of self-belief and integrity. We expect our students to leave Discovery College ready to make a positive contribution to society by leading a full, active and personally satisfying life.

Mark Beach
Principal

Content

CONTACTS
Contact details 6
Staff contact list 7

CURRICULUM
Primary Years Programme 15
Learning Programme – PYP 16
Middle Years Programme 17
Learning Programme – MYP 18
Diploma Programme 19
Learning Programme – DP 20
Diploma student privileges 21
Higher Education Office 23
Learning Diversity Team (LDT) 24
Assessment, reporting & requests for transcripts 25
Homework 26

COLLEGE BUSINESS, OPERATIONS AND FINANCE
Attendance & length of school day / year 27
College policies 28
Emergency arrangements 28
Medical guidelines 31
Discovery Foreshore 32
Facilities rental 33
Insurance 33
Money & valuables 33
Lost property 33
ePayment 33
Visitors to the College 35

COMMUNICATION
Communication 36
Concerns 37
Publicity policy 37

WELLBEING
Wellbeing at DC 37
Student support 39
Relationship management policy 39
Positive health and good nutrition 41

PARENTS
Parent information sessions 43
Parent Teacher Association (DCPTA) 43
Parental involvement 43
School Council 43

DIGITAL TECHNOLOGIES
Digital technologies 45
Laptop and computer access 45
Responsible Use Agreement 46
Digital citizenship education 49

DRESS CODE
Uniform 49
Diploma student dress code 50

COLLEGE LIFE
Stationery 51
Buses 51
Cafeteria 52
Smart Cards 53
Education outside the classroom (EOTC) 53
Refund policy on school trips / activities 54
House system 55
Library 55
Lockers 56
Mother tongue 56
Music 57
Sporting opportunities 57
Co-curricular activities (CCA) 57
Extra-curricular activities (ECA) 58
Bicycles, scooters and skateboards 59

Contact Details

Telephone	+852 3969 1000
Fax	+852 2987 8115
Email	office@dc.edu.hk
Address	38 Siena Avenue Discovery Bay Lantau Island Hong Kong

Website	www.discovery.edu.hk
Admissions	enrol@dc.edu.hk
Buses	buses@dc.edu.hk
Uniforms	pta@dc.edu.hk
Cafeteria	www.discovery.edu.hk/current-parents/cafeteria/
PTA	pta@dc.edu.hk

Directions to school

From Temporary Bus Terminal at the DB Plaza
Take the No. T9 bus from the temporary bus terminus on the main Discovery Bay road. Alight at stop close to Club Siena and cross the road. Alternatively, the T4 bus will take you through the North Plaza, but may stop for five minutes prior to proceeding toward the College. Alight at the stop in front of Club Siena. Walk through Siena Park toward the College. The College Reception is on your right.

By Taxi
Taxis will drop off at the North Plaza next to the hotel. You can walk to Discovery College from there.

Staff Contact List

College Leadership Team		
Mark Beach	Principal	mark.beach@dc.edu.hk
Peter Lasscock	Deputy Head of College	peter.lasscock@dc.edu.hk
Chris Barr	Head of Primary	chris.barr@dc.edu.hk
James Smith	Head of Secondary	james.smith@dc.edu.hk
Pat Romano	Business Manager	pat.romano@dc.edu.hk

Primary Staff		
Chris Barr	Head of Primary	chris.barr@dc.edu.hk
Kate Jolly	Vice Principal, PYP Coordinator	kate.jolly@dc.edu.hk
Jason Boon	Vice Principal, Lower Primary	jason.boon@dc.edu.hk
Andy Eastwood	Vice Principal, Upper Primary	andrew.eastwood@dc.edu.hk
Karina Cann	PA to Head of Primary	karina.cann@dc.edu.hk
Nicole O'Brien	Y1 Team Leader	nicole.obrien@dc.edu.hk
Nerida Kiprotich	Teacher – Y1	nerida.kiprotich@dc.edu.hk
Katie Warner	Teacher – Y1	katie.warner@dc.edu.hk
Nicola Dunn	Teacher – Y1	nicola.dunn@dc.edu.hk
Mary-Jean Du Plessis	EA – Year 1	mary-jean.duplessis@dc.edu.hk
Gigi Jose	EA – Year 1	gigi.jose@dc.edu.hk
Maren Gasser	EA – Year 1	maren.gasser@dc.edu.hk
Michelle Jones	EA – Year 1	michelle.jones@dc.edu.hk
Loretta Romano	Y2 Team Leader	loretta.romano@dc.edu.hk
Anna Seward	Teacher – Y2	anna.seward@dc.edu.hk
Claire Nichols	Teacher – Y2	claire.nichols@dc.edu.hk
Connie Cheung	Teacher – Y2	connie.cheung@dc.edu.hk
Anita Menon	EA – Year 2	anita.menon@dc.edu.hk
Eleanor Brooks	EA – Year 2	eleanor.brooks@dc.edu.hk
Mariam Fiaz	EA – Year 2	mariam.flaz@dc.edu.hk
Terry Tobin	EA - Year 2	terry.tobin@dc.edu.hk

Primary Staff		
Kim Ward	Y3 Team Leader	kim.ward@dc.edu.hk
Kim Cassel	Teacher – Y3	kim.cassel@dc.edu.hk
Lisa Klatt	Teacher – Y3	lisa.klatt@dc.edu.hk
Carmel Hanlon	Teacher – Y3	carmel.hanlon@dc.edu.hk
Mercia Simeon	EA – Year 3	mercia.simeon@dc.edu.hk
Shaila Subba	EA – Year 3	shaila.subba@dc.edu.hk
Jennifer Gan	EA – Year 3	jennifer.gan@dc.edu.hk
Tegan McGrath	EA – Year 3	tegan.mcgrath@dc.edu.hk
Kris Stanhope	Y4 Team Leader	kris.stanhope@dc.edu.hk
Anna Sherriff	Teacher – Y4	anna.sherriff@dc.edu.hk
Sarah McDavid	Teacher – Y4	sarah.mcdavid@dc.edu.hk
Mark Steed	Teacher – Y4	mark.steed@dc.edu.hk
Sally Nolan	EA – Year 4	sally.nolan@dc.edu.hk
Christin Ardi	EA – Year 4	christin.ardi@dc.edu.hk
Tracey Eales	EA – Year 4	tracey.eales@dc.edu.hk
Wanda Widurita	EA – Year 4	wanda.widurita@dc.edu.hk
Terry Evans	Y5 Team Leader	terry.evans@dc.edu.hk
Kevin McDavid	Teacher – Y5	kevin.mcdavid@dc.edu.hk
Wendy Urquhart	Teacher – Y5	wendy.urquhart@dc.edu.hk
Lindsay Fisher	Teacher – Y5	lindsay.fisher@dc.edu.hk
Kay Drew	EA – Year 5	kay.drew@dc.edu.hk
Keiko Trimingham	EA – Year 5/6	keiko.trimingham@dc.edu.hk
Jason Edwards	Y6 Team Leader	Jason.edwards@dc.edu.hk
Adam Ward	Teacher – Y6	adam.ward@dc.edu.hk
Kylie Harrison	Teacher – Y6	kylie.harrison@dc.edu.hk
Emma Cameron	Teacher – Y6	emma.cameron@dc.edu.hk
Keiko Trimingham	EA Year 5/6	keiko.trimingham@dc.edu.hk
Ian Urquhart	EA – Year 6	ian.urquhart.dc.edu.hk

Staff Contact List

Primary Staff		
Lilian Wong	Primary Chinese Team Leader	lilian.wong@dc.edu.hk
Suvy Shu	Teacher – Chinese	suvy.shu@dc.edu.hk
Vivian Wang	Teacher – Chinese	vivian.wang@dc.edu.hk
Elaine Zhao	Teacher – Chinese	yanping.zhao@dc.edu.hk
Judy Li	EA – Primary Chinese	judy.li@dc.edu.hk
TBC	EA – Primary Chinese	TBC
TBC	EA – Primary Chinese	TBC
TBC	EA – Primary Chinese	TBC
Damian Trimingham	Teacher – PE / House Director	damian.trimingham@dc.edu.hk
Lawrence Wilkinson	Teacher – PE / Sports Coordinator	lawrence.wilkinson@dc.edu.hk
Leanne Sercombe	PYP Teacher Librarian	leanne.sercombe@dc.edu.hk
Kate Saunders	Teacher – Visual Arts	kate.saunders@dc.edu.hk
Christopher McLeay	Teacher – Music	chris.mcleay@dc.edu.hk
Frank Donnoli	Teacher – Drama	frank.donnoli@dc.edu.hk
Martin De Barr	Teacher – Music / Drama / PE / House Director	martin.debarr@dc.edu.hk
Shann Anderson	Teacher – Learning Diversity (Y1-2)	shann.anderson@dc.edu.hk
Jo Grainger	Teacher – Learning Diversity (Y3-4)	jo.grainger@dc.edu.hk
Heidi Metzler	Teacher – Learning Diversity (Y5-6)	heidi.metzler@dc.edu.hk
Alice Bisley	EA – Primary LDT	alice.bisley@dc.edu.hk
Sandhya Kedia	EA – Primary LDT	sandhya.kedia@dc.edu.hk
Kristi Jervis	EA – Primary LDT	kristi.jervis@dc.edu.hk

Secondary Staff		
James Smith	Head of Secondary	james.smith@dc.edu.hk
Sue Thomas	VP Years 7-10 / Student Support	sue.thomas@dc.edu.hk
Adrian Gan	VP Years 11 / MYP Coordinator	adrian.gan@dc.edu.hk
Brian McCann	VP Years 12-13 / IB Diploma Coordinator	brian.mccann@dc.edu.hk
Claudia Richardson	PA to Head of Secondary	claudia.richardson@dc.edu.hk

Secondary Staff		
Karen Shum	Assistant Secretary	karen.shum@dc.edu.hk
Rusty Manlangit	Assistant Secretary	rusty.manlangit@dc.edu.hk
Susie Blomfield	Higher Education Counsellor	susie.blomfield@dc.edu.hk
Marisa Jackson	Higher Education Counsellor	marisa.jackson@dc.edu.hk
Dorothy Ng	Higher Education Assistant	dorothy.ng@dc.edu.hk
Michael Fraser	Head of Design	michael.fraser@dc.edu.hk
Daniel Freer	Teacher – Design	danny.freer@dc.edu.hk
Gillian Whittaker	Teacher – Design	gillian.whittaker@dc.edu.hk
Gemma South	Teacher – Design	gemma.south@dc.edu.hk
Lydia Yau	Design Technician	lydia.yau@dc.edu.hk
Michael Veilleux	Design Workshop Instructor	michael.veilleux@dc.edu.hk
Danielle Veilleux	Head of Drama	danielle.veilleux@dc.edu.hk
Paul McCracken	Teacher – Drama	paul.mccracken@dc.edu.hk
Carla Acepcion	Performing Arts Technician	carla.acepcion@dc.edu.hk
Steve Bolton	Head of English	steve.bolton@dc.edu.hk
Annette Garnett	Teacher – English / Year 9 Dean	annette.garnett@dc.edu.hk
Alan Kirk	Teacher – English / TOK Coordinator / Self Taught Languages Coordinator	alan.kirk@dc.edu.hk
Vanessa Viirret	Teacher – English / Film	vanessa.viirret@dc.edu.hk
Natasha Thomas	Teacher – English	natasha.thomas@dc.edu.hk
Claire Neale	Teacher – English / Year 12 Dean	claire.neale@dc.edu.hk
Dilan Abeynarayana	Teacher – English	dilan.abeynarayana@dc.edu.hk
Luc Di Gregorio	Teacher – English	luc.digregorio@dc.edu.hk
Cheryl Osborne	Head of Individuals & Societies	cheryl.osborne@dc.edu.hk
Alex Woods	Teacher – Individuals & Societies	alex.woods@dc.edu.hk
Bruce Taylor	Teacher – Individuals & Societies / House Director	bruce.taylor@dc.edu.hk
Emma Neuprez	Teacher – Individuals & Societies	emma.neuprez@dc.edu.hk

Staff Contact List

Secondary Staff		
Tania Pickett	Teacher – Individuals & Societies / Year 10 Dean	tania.pickett@dc.edu.hk
Grant Altoft	Teacher – Individuals & Societies / House Director	grant.altoft@dc.edu.hk
Daniel Hansson	Teacher – Individuals & Societies	daniel.hansson@dc.edu.hk
Joanne Li	Head of Language Acquisition	joanne.li@dc.edu.hk
Coco Fan	Teacher – Chinese	coco.fan@dc.edu.hk
Sanny Yin	Teacher – Chinese	sanny.yin@dc.edu.hk
Maggie Lee	Teacher – Chinese	maggie.lee@dc.edu.hk
Elaine Leung	Teacher – Chinese / EE Coordinator / CE Curriculum Developer	elaine.leung@dc.edu.hk
Oscar Tang	Teacher – Chinese	oscar.tang@dc.edu.hk
Danny Shih	Teacher – Chinese	danny.shih@dc.edu.hk
Claire Liao	EA – Chinese	claire.liao@dc.edu.hk
TBC	EA – Chinese	TBC
Andrea Ouimette	Teacher – Spanish	andrea.ouimette@dc.edu.hk
Kayti Marr	Teacher – Spanish	kayti.marr@dc.edu.hk
Åsa Haeggblom	Head of Learning Diversity	asa.haeggblom@dc.edu.hk
Jill Walgren	Teacher – Learning Diversity	jill.walgren@dc.edu.hk
Katie Salter	Teacher – Learning Diversity	Katie.salter@dc.edu.hk
Patgee Szeto	Teacher – Learning Diversity	patgee.szeto@dc.edu.hk
Meena Venkatasubramanian	EA – Learning Diversity	meena.venkatasubramanian@dc.edu.hk
Stefan Schear	EA – Learning Diversity	stefan.schear@dc.edu.hk
Alastair Mack	Head of Mathematics	alastair.mack@dc.edu.hk
Danielle Dempsey	Teacher – Mathematics	danielle.dempsey@dc.edu.hk
Paul Renie	Teacher – Mathematics	paul.renie@dc.edu.hk
Hin-Hey Lam	Teacher – Mathematics / Year 8 Dean	hin-hey.lam@dc.edu.hk
Rob Street	Teacher – Mathematics / Personal Project Coordinator	rob.street@dc.edu.hk
Anson Chai	Teacher – Mathematics	anson.chai@dc.edu.hk

Secondary Staff		
Kevin Rydeard	Teacher – Mathematics / Year 11 Dean	kevin.rydeard@dc.edu.hk
Matthew Davis	Head of Music	matt.davis@dc.edu.hk
Dionne Lashley	Teacher – Music / Year 7 Dean	dionne.lashley@dc.edu.hk
Sebastian Falcon	Music Technician	sebastian.falcon@dc.edu.hk
Maura Corcoran	MYP / DP Teacher Librarian	maura.corcoran@dc.edu.hk
Jason McKimmon	Head of PE	jason.mckimmon@dc.edu.hk
Catherine Eldering	Teacher – PE	catherine.eldering@dc.edu.hk
Peter Muir	Teacher – PE / CAS / Community Engagement Coordinator	peter.muir@dc.edu.hk
Nigel Philip	Teacher – PE / EOTC Coordinator	nigel.philip@dc.edu.hk
TBC	PE Assistant	TBC
John Power	Head of Science	john.power@dc.edu.hk
Mark Mackenzie	Teacher – Science	mark.mackenzie@dc.edu.hk
Virginia Player	Teacher – Science	virginia.player@dc.edu.hk
Amanthi Jayemanne	Teacher – Science	amanthi.jayemanne@dc.edu.hk
Jonny Tate	Teacher – Science / Year 13 Dean / CE Community Liaison	jonny.tate@dc.edu.hk
Natalie Fong	Teacher – Science	natalie.fong@dc.edu.hk
Alan Forster	Teacher – Science	alan.forster@dc.edu.hk
Tommy Leung	Science Lab Technician	tommy.leung@dc.edu.hk
Rodhnhey Kwan Huang	Laboratory Technician II	rodhnhey.kwanhuang@dc.edu.hk
TBC	Science Lab Assistant	TBC
Fiona Altoft	Head of Visual Arts	fiona.altoft@dc.edu.hk
Dion Kay	Teacher – Visual Arts	dion.kay@dc.edu.hk
Sharon McMahon	Teacher – Visual Arts	sharon.mcmahon@dc.edu.hk
Mei Yang	Visual Arts Technician	mei.yang@dc.edu.hk
Subhadra Nunez	Visual Arts Technician	suby.lilleynunez@dc.edu.hk

Staff Contact List

Student Counsellors		
Evonne Drakousis	Student Counsellor	evonne.drakousis@dc.edu.hk
Tracey Chitty	Student Counsellor	tracey.chitty@dc.edu.hk
Kate Tse	Social Worker	kate.tse@dc.edu.hk

Library and Digital Literacies		
Joe Leithhead	Digital Literacies Coordinator	joe.leithhead@dc.edu.hk
Andrew Chan	Digital Literacies Creative Assistant	andrew.chan@dc.edu.hk
Swati Iyer	Digital Literacies Creative Assistant	swati.iyer@dc.edu.hk
Ritu Gupta	Digital Literacies Creative Assistant	ritu.gupta@dc.edu.hk
Kelly Liu	Library Manager	kelly.liu@dc.edu.hk
TBC	Library Assistant	TBC
Wendy Greene	Library Assistant	wendy.greene@dc.edu.hk
Enrico Tuvera III	Library Assistant	enrico.tuveraiii@dc.edu.hk

Support Staff		
TBC	PA to Principal	TBC
Bob Priest	Admissions Manager	bob.priest@dc.edu.hk
Annie Wong	Admissions Assistant	annie.wong@dc.edu.hk
Donald Croucher	Facilities Manager	donald.croucher@dc.edu.hk
Roy Tam	Facilities Systems Engineer	roy.tam@dc.edu.hk
Michael Kwan	Facilities Staff	michael.kwan@dc.edu.hk
Wing Tat Chan	Maintenance Technician	wingtat.chan@dc.edu.hk
Lothar Witt	Maintenance Technician	lothar.witt@dc.edu.hk
David Yuen	Gardener	david.yuen@dc.edu.hk
Saffron Brown	Health Professional	health.professional@dc.edu.hk
George Tibbetts	ICT Manager	george.tibbetts@dc.edu.hk
Clare Ciriaco	Database Analyst	clare.ciriaco@dc.edu.hk
Charles Chow	ICT Technician	charles.chow@dc.edu.hk

Support Staff		
Stephen Lui	Network Administrator	stephen.lui@dc.edu.hk
Wan Chi Yeung	Apple Centre Technician	servicecentre@dc.edu.hk
Clement Tam	HR and Finance Manager	clement.tam@dc.edu.hk
Mandy Kwok	Senior Finance Officer	mandy.kwok@dc.edu.hk
Tammy Tam	Procurement Officer	tammy.tam@dc.edu.hk
Lisa Sakai	Finance Assistant	lisa.sakai@dc.edu.hk
Joyce Kwok	HR Assistant	joyce.kwok@dc.edu.hk
Amy Freed	Communications & Development Manager	amy.freed@dc.edu.hk
Margaret Lee	Activities Coordinator	margaret.lee@dc.edu.hk
Vienna Chan	Communications Officer	vienna.chan@dc.edu.hk
TBC	Communications & Scholarship Officer	TBC
Windy Wong	Receptionist	windy.wong@dc.edu.hk
Madeleine Stander	Receptionist	madeleine.stander@dc.edu.hk
Terri Chrisman	Wellness Coordinator	terri.chrisman@dc.edu.hk
Mimi Kurosawa	Resources	mimi.kurosawa@dc.edu.hk

Curriculum

Primary Years Programme (IB PYP)

Discovery College is committed to the Primary Years Programme - an internationally devised programme administered by the International Baccalaureate Organisation. The Primary Years Programme represents a combination of wide-ranging research and experience and excellent practice derived from a variety of national systems, independent schools and from IB World Schools offering a coherent programme in international education.

Students in the 21st century are faced with the challenge of learning about an interconnected world where knowledge is constantly developing. The IB PYP prepares students to be active participants in a lifelong journey of learning and focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside.

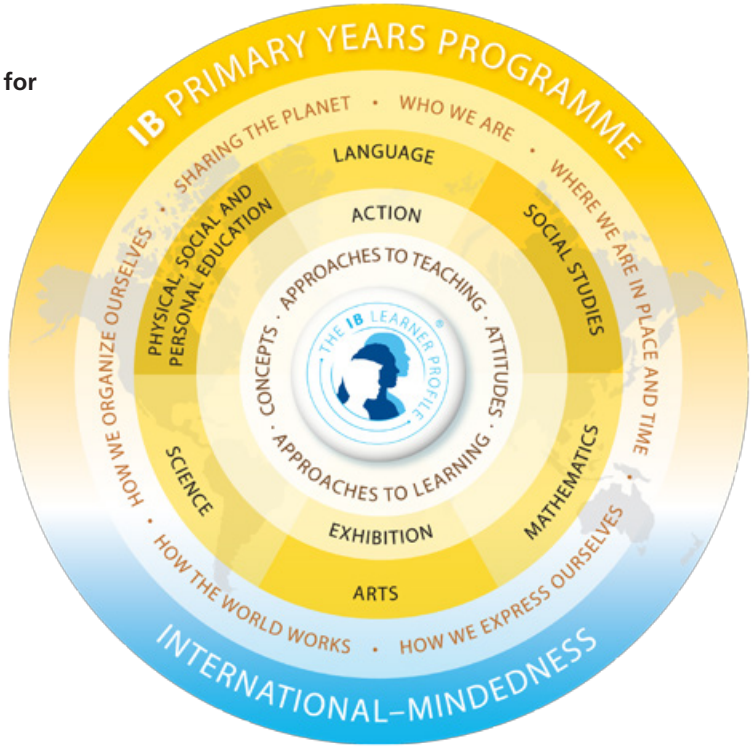
At the heart of the programme's philosophy is a commitment to structured, purposeful inquiry as the leading vehicle for learning.

Six themes of global significance provide the framework for exploration and study:

- who we are
- where we are in place and time
- how we express ourselves
- how the world works
- how we organise ourselves
- sharing the planet

The programme can be illustrated by a circle with the six themes surrounding six subject areas:

- language
- social studies
- mathematics
- arts
- science
- personal, social and physical education



Five essential elements
The five essential elements — concepts, knowledge, skills, attitudes, action — are incorporated into this framework, so that students are given the opportunity to:

- gain knowledge that is relevant and of global significance
- develop an understanding of concepts, which allows them to make connections throughout their learning
- acquire skills
- develop attitudes that will lead to international-mindedness
- take action as a consequence of their learning

The curriculum is expressed in three interrelated ways:

- the written curriculum—what do we want to learn?
- the taught curriculum—how best will we learn?
- the assessed curriculum — how will we know what we have learned?

Learning Programme - Primary

Each day will begin with a 10 minute welcome session with the classroom teacher. The classroom teacher is responsible for Language, Unit of Inquiry and Mathematics.

In addition to the classroom based programme students have lessons in physical education, music, drama, visual arts and Chinese.

Primary lesson times

8.25-8.35	Class meeting time (students are to arrive no later than 8.20am)
8.35-9.30	Block 1
9.30-10.25	Block 2
10.25-10.45	Recess
10.45-11.40	Block 3
11.40-12.35	Block 4
12.35-1.25	Lunch
1.25-2.20	Block 5
2.20-3.15	Block 6

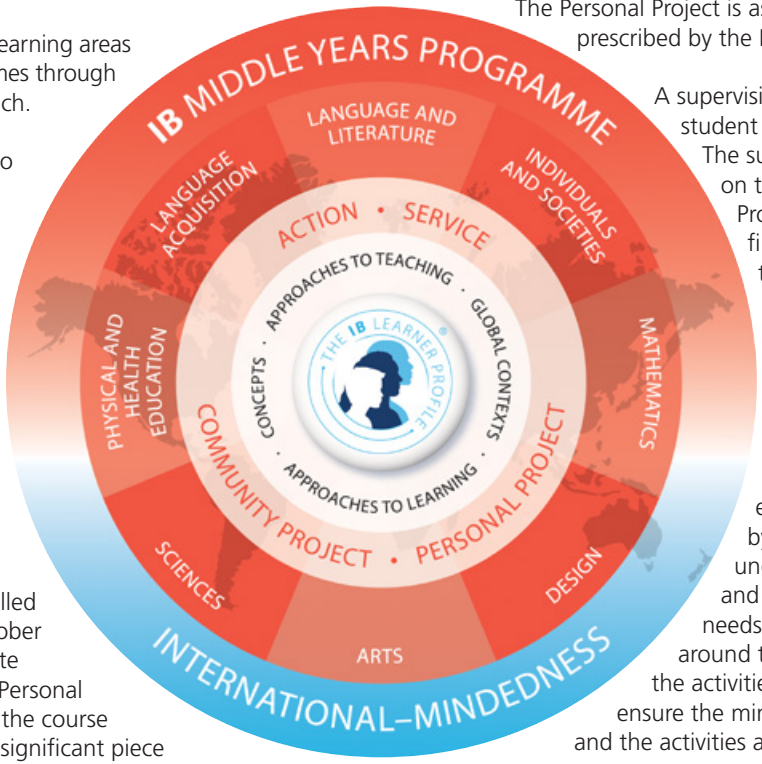
Curriculum

Middle Years Programme (IB MYP)

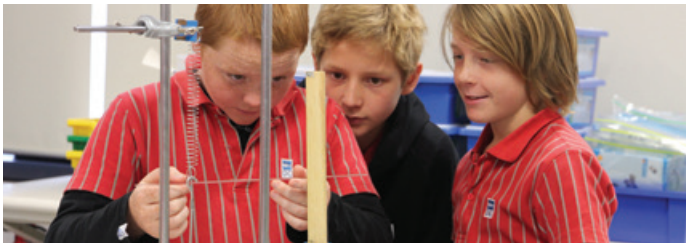
The MYP is a five-year programme of international education designed for students 11-16 years of age. The MYP is a holistic and balanced programme of study which enables students to understand the complexities of the world, and provide them with the skills to take responsible action.

The MYP comprises of eight subject groups, which provides all students in Years 7-11 with a holistic and balanced education. This exposure to a broad range of disciplinary learning experiences ensures that students do not specialise too early in their secondary school careers and complete Year 11 equipped to make informed choices as to their Diploma Programme subjects.

Where purposeful, these learning areas will deliver their programmes through an interdisciplinary approach. This means students will engage purposefully in two or more subjects, which are integrated around an inquiry into a shared conceptually-focussed scheme of work, whilst maintaining their disciplinary integrity. Interdisciplinary approaches build upon the transdisciplinary learning experiences of the PYP.



The Personal Project
Any Year 11 student enrolled in the school prior to October 1 are expected to complete the Personal Project. The Personal Project is completed over the course of seven months and is a significant piece



of self-directed inquiry driven by the students' own interests and creativity. Over the course of the year students are expected to engage in planning, research and personal reflections. The final product can take on many forms, such as essays, models, computer games, artwork, short stories and photo exhibitions. The Personal Project is assessed using assessment criteria prescribed by the IB.

A supervising teacher is appointed to each student completing the Personal Project. The supervising teacher provides guidance on the completion of the Personal Project's three major components: the final product, the process journal and the Project's final report.

Community Engagement
In addition to the MYP's academic requirements, students are also expected to fulfill the MYP's Community Engagement requirements. The College encourages responsible citizenship by encouraging students to understand the nature of their own, and others, communities and their needs. These requirements are built around the notion of responsible action and the activities students engage are monitored to ensure the minimum requirements are being met and the activities are age-appropriate.

End of MYP Award
Students who have completed the MYP will be awarded an MYP Completion Certificate. The certificate will carry the endorsement of the ESF, Discovery College and the Council of International Schools - Western Association of Schools and Colleges (WIS-WASC).

The passing conditions for the MYP Completion Certificate are:
- an aggregate of at least 36 points across their eight subject areas and the personal project
- achieving a minimum MYP subject grade of '2' in every MYP subject and at least a '3' for the Personal Project
- successful completion of all Community Engagement requirements.

The Certificate will include overall MYP subject grades for all eight subject areas. The Certificate will also provide evidence of how a student has met the College's CE expectations. These students will also receive formal recognition of their Personal Project and Community Engagement achievement from the IB. The IB will release these results the September the following academic year.

Learning Programme - MYP

Learning teams (10 min block / day)
All students will be in a Learning Team facilitated by a teacher who will also teach them for part of their week. The learning team teacher will be the centre of the pastoral care system for those students and be supported by a Dean responsible for that year level. Learning Teams will meet each morning for 10 minutes and twice a fortnight for one block. The time together will be spent assisting the students to look at progress, goal setting, checking on due dates and providing support for each other.

Curriculum coverage
The timetable is made up of 55 minute blocks and will be delivered as a combination of singles (55 minutes) or doubles (110 minutes) depending on the curriculum area and year level.

Language and Literature	9 blocks / fortnight
Language Acquisition (Chinese A&B, Spanish)	8 blocks / fortnight
Individuals and Societies	6 blocks / fortnight
Maths	9 blocks / fortnight
Science	7 blocks / fortnight
Design	5 blocks / fortnight
Physical and Health Education	5 blocks / fortnight

	Years 7-9	Year 10	Year 11
Performing Arts (Drama)	6 blocks / fortnight (1/2 year)		
Performing Arts (Music)	3 blocks / fortnight (all year)	5 blocks / fortnight for 2 of 3 Arts	9 blocks / fortnight for 1 of 3 Arts
Visual Arts	6 blocks / fortnight (1/2 year)		

Secondary lesson times

8.25-8.35	Learning teams (students should arrive no later than 8.20am)
8.35-9.30	Block 1
9.30-10.25	Block 2
10.25-10.45	Recess
10.45-11.40	Block 3
11.40-12.35	Block 4
12.35-1.30	Block 5
1.30-2.20	Lunch
2.20-3.15	Block 6

Curriculum

Diploma Programme (IB DP)

The International Baccalaureate Diploma Programme is an academically rigorous two-year course, aimed at students aged 16 to 19. It leads to a matriculation qualification, widely recognised by the world's leading universities.

The programme comprises six subject areas, three of which are studied at Higher Level (HL) and three at Standard Level (SL). This ensures both breadth and depth across the curriculum. There is also a core consisting of three separate parts. The programme is illustrated by a circle with the three parts of the core at its centre.

The distinctive core components of the Diploma Programme are:

Theory of Knowledge (ToK)
ToK is an interdisciplinary course intended to stimulate critical reflection on the knowledge and experience gained inside and outside the classroom. The course challenges students to question the bases of knowledge, to be aware of subjective and ideological biases, and to develop the ability to analyse evidence expressed in rational argument. ToK encourages students to become aware of themselves as thinkers and to be critical of the assumptions on which knowledge is based.

Extended Essay (EE)
The Extended Essay is an independent research essay of no more than 4,000 words. This offers students the opportunity to investigate a topic of individual interest and acquire the skills in research and writing expected at university level.

Creativity, Activity, Service (CAS)
CAS is a medium for personal and social development. Participation in CAS encourages students to appreciate life outside of academic pursuits by being involved in artistic and sporting endeavours as well as in community engagement.

The Diploma Programme builds on the skills, concepts and attitudes embedded in the Middle Years Programme. The MYP's interdisciplinary and conceptual approach to teaching and learning, framed by global contexts, provides excellent grounding for the DP's Theory of Knowledge course. The skills developed in the MYP Personal Project serve our students well in the Extended Essay, the major independent research project in the DP. Also, a student's fulfilment of the MYP's Community Engagement commitment should provide the fundamental skills and attitudes for participation in CAS.

Learning Programme - Diploma

Learning teams (10 min block/day)
All students will be in a learning team facilitated by a teacher who may also teach them for part of their week. The learning team teacher will be the centre of the pastoral care system for those students and be supported by a Dean responsible for that year level. Learning Teams will meet each morning for 10 minutes and twice a fortnight for one block. Learning Team time will be devoted to Higher Education Counselling, CAS planning and reflection, Extended Essay preparation, physical exercise, team building and the development of life skills such as responsible decision-making.

Curriculum coverage
The timetable is made up of 55 minute blocks and will be delivered as a combination of singles (55 minutes) or doubles (110 minutes) depending on the curriculum area. HL subjects are allocated 9 blocks per fortnight, and SL subjects 6 blocks. This means that all students will have some free/study periods (a full Diploma student will have 9 per fortnight, a DP Courses student may have more than that). ToK is allocated 4 blocks per fortnight, and Learning Team is allocated 2.
Diploma Programme

Diploma programme lesson times

8.25-8.35	Learning teams (students are to arrive no later than 8.20am)
8.35-9.30	Block 1
9.30-10.25	Block 2
10.25-10.45	Recess
10.45-11.40	Block 3
11.40-12.35	Block 4
12.35-1.30	Block 5
1.30-2.20	Lunch
2.20-3.15	Block 6

Curriculum

Diploma student privileges

The IB Diploma years are in many ways a transition from the somewhat regimented approach of school life to the more independent nature of university life. At Discovery College, our approach is to treat our Diploma students more like adults, with the expectation that they will behave more like adults. Students in Year 12 and 13 are therefore granted certain privileges that are not given to younger students. With privilege comes responsibility. Diploma students must behave responsibly and with maturity at all times, in particular when not being directly supervised by staff. This is particularly important in a through-train school where inevitably Diploma students are viewed as role models for students in Years 1-11. If a student, a group of students, or a whole year group behaves in an inappropriate way, the College reserves the right to suspend or withdraw completely any or all of the privileges outlined below.

1. Non-uniform
Diploma students do not need to wear school uniform, but need to abide by the Diploma Students Dress Code. Any student who breaches the dress code may be sent home to change into more appropriate attire. If this occurs, the student is responsible for catching up on missed work. A student who repeatedly breaches the dress code may lose any or all privileges.

2. Free/study periods
Higher level subjects are allocated 9 blocks per fortnight, whereas standard level subjects are allocated 6. Most students will therefore have 9 free periods per fortnight. During these free periods, Diploma students are not supervised by staff. They may choose to go to the library if they wish to do research using library resources. If they wish to work collaboratively in groups, they can use the cafeteria (G/F, 1/F and 2/F) or any outdoor seating space, except during Primary lunch (Block 5). During recess and Secondary lunch, Diploma students must share the cafeteria facilities with other year groups as normal. There is a dedicated room in the Diploma Centre for quiet study only. While it is possible that this space will occasionally be booked for special functions, it will be available most of the time.

Occasionally teachers or students may organise some form of physical activity e.g. a game or general exercise. Participation is optional but students are encouraged to take the opportunity to keep active and may use the Wellness Centre at these times.

The general rule for free periods is that other activities going on in the school such as regular lessons for Years 1-13 must not be disturbed. Any Diploma student who disturbs any school activity with unruly or inappropriate behaviour may lose any or all privileges.

Students who are identified by teachers as being behind with their work or who do not submit assessment tasks on time may be required to go to the quiet study room during their free periods.

3. Absent teachers
When a teacher of a DP class is absent, a cover teacher is not normally allocated. Teachers send work directly to students by email. Students can then do this work in one of the study spaces outlined above. Some teachers may be happy for students to sit and work in the normal teaching room, while some teachers will instruct students not to come to class. Occasionally teachers may request a cover teacher, for example to supervise an assessment. In that case, students need to go to class as normal.

4. Entry into school
Diploma students have access to the College from 7.30am, Monday to Friday, to the study areas outlined above, except the library. After school they continue to enjoy access to the Diploma Centre until 8pm. Weekend access to the Diploma Centre for study purposes is also from 7.30am-8pm, although on occasion an additional classroom may be available when the Diploma Centre is used by other groups.

5. Library access
Access to the Library via the 3/F entrance is available to Diploma students through the use of their smart card during hours the library is staffed. The 3/F library door is strictly reserved for the use of teachers and DP students. Students must check out books

downstairs before leaving the library with them. Students are not allowed to let non DP students enter or exit with them when using the door. Should the above guidelines be breached, the library and the senior leadership team reserves the right to withhold the student's exit pass for an amount of time they deem appropriate.

6. Wellness Centre
The Wellness Centre is open for Diploma students from 7am – 5pm, including during Study/Free periods and across Secondary lunch. All Diploma students are encouraged to make use of this valuable resource. The Wellness Coordinator is available to offer group classes, consultations, and work with individuals on personal training programmes.

7. Learning team
Students in Years 12-13 are in a Learning Team and will have a Learning Advisor, just as in Years 7-11. All students must attend registration from 8.25-8.35am and must be punctual. Regular lateness may lead to the suspension or withdrawal of any or all privileges.

During Period 1 on Days 3 and 8, there will be Learning Team time. The programme will be more flexible and informal than in Years 7-11, but attendance at all sessions is compulsory. Activities will include Higher Education Counselling, CAS administration, Extended Essay training, personal/social/health education with external providers, life skills (e.g. cooking), study skill training, team-building games and physical activity.

8. Exit pass
Diploma students in possession of an Exit Pass are allowed to leave the school campus during recess, lunch and their free periods. Conditions of the Exit Pass are outlined in the Exit Pass Rules.

Exit pass rules
- Upon receipt of the Exit Pass form, signed by the student and parent/guardian, students will be issued with an Exit Pass.
- The Exit Pass can only be used to leave school during lunch and free/study periods. Students should only leave at recess if they have a free/study period immediately before or afterwards. If a student needs to leave school during lesson time (e.g. for a medical appointment), normal exit procedures must be followed.
- Students must leave the Exit Pass with the security guard when they leave school and collect it when they return.
- Students must return on time for lessons.
- Students must arrive to school by 8.20am and attend Learning Team by 8.25am (8.15am for the Year Assembly). The Exit Pass cannot be used to arrive late to school if the first period is a free period.
- Students who lose their Exit Pass will not be able to leave school until a replacement is issued. The first Exit Pass is issued for free – for a replacement, a fee of $50 is charged.
- The school cannot take responsibility for what happens to students once they leave the school campus using an Exit Pass. While Discovery Bay is a very safe and secure environment, students must exercise due care and responsibility. Students are not monitored or chaperoned while off-campus.
- Students leaving with an Exit Pass are representing the College and are expected to follow school rules and regulations until they reach their homes, and at all times if they are returning to school. For example, this means that rules regarding smoking, language and public displays of affection must be followed.
- Students must act at all times with cultural sensitivity, remaining mindful of our setting in Discovery Bay in Hong Kong, with many different cultures represented.
- Any student returning to school who is believed to be under the influence of alcohol or any illegal substance, consumed during their absence, will be interviewed and possibly sent home to await further disciplinary action.
- Students identified by teachers as being behind with work or who do not submit assessment tasks on time may have their Exit Pass privilege withdrawn and be required to spend free/study periods in the quiet study area.

Curriculum

Higher Education Office

The goal of the Higher Education Office (HEO) is to help every student to find a university or pathway that is the right 'fit' - one that suits them academically and socially. At Discovery College we have two full time Higher Education Counsellors whose role is to help students in Years 9-13 review the options for their educational and vocational futures and guide them towards making the right decisions.

The HEO offers individual and group counselling to students providing them with guidance and support through the whole university application process. Several career and personality profiles are administered, which help students identify their interests and strengths and explore appropriate career and subject options. The expertise of the HEO in university and admissions systems around the world enables the counsellors to keep students and parents informed about the requirements for tertiary studies, the latest trends, the wide variety of courses on offer and the entire university application process. Visits by representatives from a wide range of universities and colleges around the world are arranged throughout the academic year, allowing students and their parents to make valuable contact with admission officers. Information Evenings, University Fairs and Career Days are frequently organised to better prepare our students for the planning of their future.

With support from the HEO, Discovery College's graduates have received offers from the University of Oxford, University of Cambridge, University College London, London School Of Economics, King's College London, Imperial College, University of Manchester and University of York in England; UCLA, UC Berkeley, Barnard College, Boston College, Tufts, College of Wooster, Northeastern and California State University Fresno in the USA; University of British Columbia, University of Toronto, McGill, Emily Carr and Simon Fraser in Canada; HKUST, Hong Kong University, Chinese University of Hong Kong and the Savannah College of Art and Design in Hong Kong; and numerous others throughout the UK, North America, Europe and Asia.

The HEO helps students find placements to suit a diverse range of studies including subjects such as Literature, Aviation, Classics, Hospitality, Media and journalism, Chemical Engineering, Medicine, Law, International Relations, Fashion Management, Film Production, Architecture and Global Business.

Learning Diversity Team (LDT)

Discovery College recognises that all children are individuals in terms of academic, social, emotional and physical abilities. Each learner's experience of the curriculum is unique and it can be affected by a number of factors:

- learning differences
- social and communication differences
- emotional and behavioural differences
- exceptionally high ability
- physical differences
- English as an Additional Language (EAL)
- sensory differences

Sometimes students will benefit from more personalised assistance to help them get the most out of their school life. The Learning Diversity Team is available to help students develop the necessary skills to help them reach their learning potential. Our students' progress is regularly monitored and assessed so that appropriate and timely intervention can be provided to meet their needs. In cases where interventions have been put in place and goals are not being achieved the need for additional resourcing may be discussed with parents. Resourcing could include seeking help from external agencies or appointment of a part/full time parent-funded educational assistant.

At Discovery College, the LDT collaborate with the teachers to follow a designated process for identifying, referring, monitoring and supporting children with individual needs. This process is in line, where appropriate, with the Code of Practice as established by ESF.

In addition, Discovery College parents play an important role in supporting their child's learning. Parents may be invited to attend meetings with teachers to discuss how they can support their child's learning at home and to participate in the process of setting appropriate learning and behavioural targets for their child. This partnership between home and school is extremely important and highly valued at Discovery College.

Curriculum

Assessment, Reporting & Requests for Transcripts

Assessment
The purpose of assessment at Discovery College is to judge student achievement and to provide information on how to improve student learning. Assessment is the ongoing process of gathering evidence for and of learning. This evidence is used to give recognition and timely feedback to the learners and all other stakeholders. Assessment reflects the best practices that support the learner and the teacher in the promotion of student achievement.

PYP
In the Primary Years Programme, reports are issued across three terms. Reporting in Primary includes achievement outcomes for Mathematics, Language, 6 Units of Inquiry, as well as Single Subject outcomes. In all areas, student effort levels are also reported on. Twice a year parents receive a written comment describing their child as a learner, along with next steps for their child to learn and develop. There are three opportunities for face to face reporting across the year, a Parent Teacher Interview, 3 Way Conference and a Student-Led Conferences which allow for discussion about student progress and next steps.

MYP
In the Middle Years Programme courses are divided into different Units of Inquiry (UOI). For each UOI, reporting information is available that conveys the student's achievement in that UOI. In addition, reports are issued after Semester 1 and Semester 2 to give an MYP grade summary for the Semester. Three-way Conferences also allow for discussion with teachers about student progress in each area of the curriculum.

DP
During the Diploma Programme, reports are issued several times a year indicating student achievement information in each course the student is taking. The first and third reports ("Quarterly Reports") apply to the previous quarter, while the second and fourth reports ("Semester" Reports) apply to the whole Semester leading up to the report. Y13s do not receive a Quarter 3 report due to the presence of final exams at the end of the year. Three-way Conferences also allow for discussion with teachers about student progress in each area of the curriculum.

Requests for transcripts or references
At different times during the year students leave us to move to schools around the world and need references or copies of their Discovery College transcripts. The person to contact for all requests for references or transcripts is the Vice Principal for your child's year group, who will oversee the collection and collation of information from different staff members. Each school requires slightly different information so we ask that you provide us the following information and 10 business days to complete the process:

- the contact address (email) of the individual at the intended school to whom we send the information
- a copy of the reference form(s) from the school to be completed. If they do not have one, we will use our Discovery College reference form. If you do not yet know which school(s) you will apply to, we will complete an open reference.
- the exact information that needs to be sent, e.g. reference, reports, transcript

Homework

The aim of homework is:

- to keep students up-to-date with current class work
- to reinforce lesson content and skills
- to practise generic skills e.g. literacy and numeracy
- to work on assessment/assignment work that requires time spent on it outside of class to develop good study habits

Homework will be provided when necessary to meaningfully support learning at school. Sometimes there may be more homework than other times. It will be issued at the teacher's discretion to meet the aims listed above. If homework is provided, there will be an expectation that it will be checked by the teacher as soon as possible after its completion date. Feedback on its completion will be provided where appropriate.

Primary

Year 1-2

Daily reading to parents, with parents and by parents, should be part of daily routines. There may be some times when there are 'one-off' tasks to complete or a series of tasks related to a unit of inquiry, spelling and mathematics. As a guideline Monday to Thursday - 15 to 20 minutes each night as a maximum.

Years 3-6

Reading and literature are important aspects of our programme. Years 3-6 students are expected to spend time on private reading each night. Maths mental computations and games should also be part of daily routines. There may be some times when there are 'one-off' tasks to complete or a series of tasks related to a unit of inquiry. As a guideline the times below are suggested times per night for specific home tasks (four times a week):

Year 3	**15 minutes**
Year 4	**20 minutes**
Year 5	**30 minutes**
Year 6	**40 minutes**

The Chinese programme is also part of the Primary homework programme and is part of the allocated time allowance, not an extra.

Parent guidelines

Discuss the task and guide the children, but avoid the temptation of doing it for them. If there are any perceived problems leave the activity and write a note in the diary or contact the teacher so that the teacher can address it the next day.

Secondary

Homework will be provided only when it supports learning. The nature of homework may include revision/research, assignment completion, preparatory work, but will not include new learning or busy work. Secondary homework is posted on Ding! and parents receive a daily update on current homework assigned.

An estimated time allocation for each year group is as follows:

Years 7-9	**1hr / subject / 10 days** approximately 1 hour / night
Years 10-11	**2hr / subject / 10 days** approximately 2 hours / night
Years 12-13 SL	**4hr / subject / 10 days** approximately 3 hours / night
Years 12-13 HL	**6hr / subject / 10 days** approximately 3 hours / night (given 3 x HL and 3 x SL subjects)

Parent feedback on our homework expectations is welcome.

College Business, Operations and Finance

Attendance & length of school day/year

Discovery College must meet Hong Kong Government requirements regarding the length of the school year.

Secondary: No students, with the exception of Year 12 and 13 students (refer Diploma Student privileges), are expected to be present on campus before 8am and after 4pm unless involved with academic or co-curricular activities.

Primary: No students are expected to be present on campus before 8am. Parents must provide supervision from 3.30pm if their child is required to wait at school between the end of classes and the start of any activity.

All students should arrive in the morning between 8am and 8.15am, leaving them time to go to their classrooms, unpack their bags, greet their teacher and be prepared to start the first lesson. Parents who bring their children to school in the morning are asked to leave the class before the start of the school day in order to allow the learning to commence without distraction.

Attendance

- full-time attendance is mandatory for all students
- Years 1-3 students will be monitored by their classroom teachers throughout the day
- Years 4-13 students will log their arrival using a multi-purpose Smart Card and have attendance monitored throughout the day. To be marked on time students must swipe the attendance card readers before 8.20am
- parents/caregivers must inform the school via the online absence form or phone call to the College office on ***3969 1000*** if their child is absent on any given day or will be absent for a longer period.
- unexplained absence will be queried via a phone call to parents/caregivers as soon as possible
- patterns of non-attendance will be followed up with parents/caregivers as soon as possible, by member/s of the pastoral team, e.g. learning advisor/class teacher, deans, vice principals, heads of school
- attendance will be recorded on school reports

Absences and requests for leave

Parents are required to notify the College if your child is sick or absent by either:

- emailing ***office@dc.edu.hk*** before 8am
- calling the College office on ***3969 1000*** before 8am and leaving a message, if required

Please note that requests for extended leave during the term should be made in writing to the Principal, Head of Secondary or Head of Primary at least three weeks in advance. Because leave can significantly interrupt the process of learning, parents are strongly encouraged to organise holidays during school breaks.

Medical appointments

Students are strongly encouraged to make medical appointments during holiday or after school hours. In the case of unavoidable or emergency appointments parents are required to notify the College as soon as possible using the absence procedures above.

Essential and non-essential travel

Parents wishing to remove their children from school during term-time to travel do so under the following conditions:

- the College will determine what is essential travel and what is non-essential travel. For essential travel, students can expect some negotiation around assessment dates and information about work to be covered in their absence
- for non-essential travel, staff are not required to provide any more than a summary of the work to be covered and assessment dates will remain unchanged

Notification should be as early as possible so any adjustments to teaching and learning prior to term-time departure/arrival can be forecast.

Lateness
Students are expected to have arrived at school and swiped in (Years 4-13) before 8.20am in order to to be in their classrooms before 8.25am ready to start the school day. Any student arriving from 8.20am onwards will be deemed to be late. Parents of students with recurrent lateness will be informed. Lateness will be recorded on all school reports with the following comments:

- 0-4 days – acceptable
- 5-9 days – area of concern
- 10 or more days – unacceptable

Primary students leaving school during the day
Primary students are not at any time permitted to leave the school grounds unaccompanied. When a student is required to leave school early for a specific reason parents should notify the class teacher via email with the arrangements that include time of collection, adult collecting and reason for early departure. The collecting adult will be expected to sign the student out at the front office prior to collecting from the classroom.

After school care and supervision
Students are not permitted to remain inside the school grounds after 3:30pm, unless accompanied by an adult and participating in an after school club / sporting activity. All Primary students attending after school activities must be supervised by adult during this time.

Length of school day

- a normal school day for formal instruction will be from 8.25am-3.15pm
- all students will have a 20 minute recess and a 50 minute lunch break (different times for primary and secondary)
- co-curricular activities will occur after school and at lunchtime. Where these activities occur after school, finishing times will be communicated to parents/caregivers at the time of enrolment in the activity

Length of school year

- Discovery College will be open for tuition the equivalent of 185 days in each academic year
- days lost for inclement weather conditions are not required to be made up at the end of the year
- information on events/activities will be available on the College's annual calendar, the website and through the weekly e-newsletter (The Explorer)

College policies

To view a range of ESF and DC policies and guidelines, please go ***www.discovery.edu.hk*** ***> Current Parents > College Policies & Forms***.

Emergency arrangements

Severe weather procedures
Rainstorm and typhoon warnings
The rainy season lasts from April to September. Parents are advised to note the following arrangements, which apply in all cases except where students are taking external examinations.

Typhoons
Before school hours:
Parents should use radio or television (or consult the EDB or ESF websites) to receive announcements on the closure of schools. If Typhoon Signal Pre-8 or Signal 8 or above is raised prior to school hours, all schools will close.

The pre-8 signal indicates that the observatory expects to raise the 8 signal within two hours, giving school and families the opportunity to be prepared.

If a signal is raised while students are travelling to school, the school is responsible for receiving the students and holding them until arrangements can be made for them to return home at an appropriate time.

Discovery College will send an SMS informing parents of any emergency arrangements. Please ensure your mobile contact numbers are up to date on the gateway.

College Business, Operations and Finance

In school hours:
With the government announcement of the closure of schools, all schools are to close. In that situation principals will ensure that safe and adequate arrangements can be made for students to return home. If that is impossible the school will inform affected parents that their children will remain in school until it is safe to release them or until a parent or designated responsible adult picks them up. Students will not be sent home on school buses once a Signal 8 or above has been hoisted.

Lowering of signals:
When a typhoon signal is lowered to no.3 (or no.1 for kindergartens and JCSRS) or all signals are cancelled, all schools will open on the next school day.

Heavy persistent rain
The Amber, Red, Black Warnings are independent of other warnings, e.g. landslip or typhoon warnings.

Rainstorm Warning System	Action to be taken
Amber	All schools and kindergartens operate as usual.
Red or Black	Please see below (note the information about external examinations on the next page)
(i) Before the start of school	All schools will close for the whole day. If the warning is raised at the time your child sets off for school, he or she should stay at home.
(ii) After students have set off for school, but before the commencement of school	Schools will accept those students who arrive, and retain them until it is safe to allow them to proceed home.
(iii) When classes are in session	Schools continue until the end of normal hours and students are retained until conditions are safe for them to return home.

Schools will not allow students to return home, including on a school bus when a Red or Black Warning is issued. In these circumstances children may only be released to a parent or designated responsible adult if requested by a parent to do so. Schools will not request parents to come to school to collect their children in dangerous conditions.

If school buses can be arranged when the relevant signals are lowered, then they should run. If not, the school must advise parents (or designated responsible adult) to collect their children from school.

Each school will have a contingency plan to cover inclement weather conditions and shall advise parents so that procedures are fully understood by all concerned. Schools that lie in areas prone to flooding or landslips will monitor conditions and take the necessary precautionary measures.

When in doubt, parents should consult the school website for clarification on arrangements in inclement weather. When relevant observatory signals are lowered, the emergency notices will be removed from websites, indicating a business as usual situation.

External examinations
It should not be assumed that the above procedures will hold for those taking external examinations e.g. GCSE, A Level or International Baccalaureate Diploma. Parents will be advised about contingency plans for extreme weather by the schools in the communications to parents on examination arrangements. Parents are advised to keep these arrangements easily available should such conditions arise. All schools will follow common procedures for each session of such examinations.

In extreme weather please do not telephone the school unless it is absolutely necessary. Please refer to the ESF or Discovery College websites.

Emergency evacuation/Lock Down
Discovery College has very robust systems in place to ensure the safety of students, staff and visitors. Practice drills for Emergency Evacuations and/or Lock Downs are held each term so that staff and students know what to do in the case of a real emergency. These drills are often held without warning in order to gauge our preparedness and improve our procedures (if necessary).

Emergency evacuation
The signal for an Emergency Evacuation will be:
The continuous ringing of the bell.

Emergency Evacuations will be carried out in cases of fire, gas leaks, bomb threats or other emergency situations where it is deemed that safety will be enhanced by moving from the school building to the emergency assembly area, located on the Foreshore.

If it is deemed unsafe to use the Foreshore, Siena Park between Discovery College and Club Siena will be used. Parents and others who arrive at the school will be directed to gather outside Club Siena.

Lock Down
The signal for a Lock Down will be the stop-start ringing of the bell. Other instructions may be given as required.

Lock Downs will be carried out in situations where it is deemed that staff, student and visitor safety will be enhanced by remaining in rooms. This could include threats both outside and inside of the school.

The signal to end the Lock Down will be the continuous ringing of the bell for 3-5 seconds.

Hot weather procedures
During the summer months the relative heat index is used to determine when the environment for outdoor activities poses an increased risk for heat related emergencies. The index takes into account both temperature and humidity to determine the 'relative' temperature.

Playtime Alert		Air Quality Health Index Information for Central/ Western Station as advised by the EDB			Relative Humidity Index Information for Wong Chuk Hang from Hong Kong Observatory									
Level	Action	Health Risk Category	AQHI	Recommended Precautionary Actions	RH%	28°C	29°C	30°C	31°C	32°C	33°C	34°C	35°C	36°C
Green Play	Play as normal	Low	1 - 3	No response action is required	50	28.4	29.7	31	32.6	34.4	36.3	38.4	40.7	43.1
					60	29.4	31	32.8	34.8	37.1	39.5	42.2	45.1	48.1
					70	30.7	32.7	35	37.6	40.4	43.5	46.8	50.3	54.2
		Moderate	4 - 6	No response action is required	80	32.1	34.7	37.7	40.9	44.4	48.1	52.2	56.5	61.2
					90	33.7	37.1	40.7	44.7	49	53.5	58.4	63.7	69.2
					100	35.6	39.7	44.2	49	54.2	59.7	65.5	71.7	78.2
Amber Play	• Wear a hat • Drink plenty of water • Reduce physical activities	High	7	Children are advised to reduce outdoor physical exertion, and to reduce the time of their stay outdoors.	Take care	• Educate students on signs and symptoms of heat stroke • Modify activities to suit abilities of students • Monitor students regularly • Encourage students to drinks fluids								
					More Caution	• Schedule classes to involve breaks. During breaks, monitor students to ensure they rehydrate • Plan activities to limit over-exertion • Consider modifying activities to maximise use or shaded/ indoor areas								
Red Play	• No running • No ball games	Very High	8 - 10	Children are advised to reduce to the minimum outdoor exposure and to remain indoors when possible	Danger	• Heat exhaustion likely with prolonged exposure * Refer to Hot Weather procedure below								
	• Inside play	Serious	10+	Remain indoors	Extreme Danger	• Heat stroke likely • Sun burn likely (especially for swimming) • Use indoor facilities only * Refer to Hot Weather procedure below								

College Business, Operations and Finance

Medical guidelines

College Health Professional (Nurse)

The College health professional is an integral part of the College staff and community. Their role is to provide medical support to students in the College and promote health in the curriculum.

Guidelines

- If there are any changes to your child's medical circumstances, these changes should be updated via parent Gateway > Admin > Change Request > Medical Information.
- The nurse provides medical emergency intervention and assistance with incidental injuries such as cuts and grazes. The nurse does not provide medicine or diagnose illnesses.
- Parents should inform staff if they have concerns regarding their child's health when the child comes to school.
- Parents will be informed by staff if they consider a child to be unwell when the child comes to school. Parents should not send their child to school if they have a temperature over 37.5°C.
- Students should remain at home for an additional 48 hours once the fever and symptoms subsided.

Procedure for attending the medical room

- If a child is slightly unwell in class, the teacher will send the child to the medical room. The nurse will inform the teacher of their actions. If the child is seriously ill, the nurse can be called to the classroom.
- If the child is slightly unwell on the playground, the teacher or assistant on duty will send the child to the medical room. The nurse will inform the teacher of their actions. If the child is seriously ill, the nurse can be called to the playground.
- The nurse will inform the parents of their actions when necessary.
- Medical intervention will be recorded by the nurse in Gateway.

Procedure for administering medicine

We encourage parents and physicians to minimize the prescribing of medication to be taken during the school day. Medications will be expected to be given before and after school hours when possible. Only the nurse administers medicine within the school premises. If your child requires medication in school please adhere to the following guidelines:

1. A completed Medication Authorisation Form must be submitted to the school before medication can be administered. The Medication Authorisation Form is available for download on Gateway or from the medical room.
2. Only medication prescribed by a doctor will be administered. A note, in English, should be received from the doctor to the effect that it is necessary for the child to take medication during school hours.
3. Any medication should be brought to school by the parent or parent's representative. It should be delivered personally to the school nurse or class teacher. The medication should not be given to the bus escort.
4. Medications must be clear pharmacy label in English with contents, child's name, dosage and frequency.
5. Medication will not be sent home with a child. An adult must collect from the school where there is an excess of medication sent.
6. The school does not assume responsibility for any reactions that may occur following administration of medication sent from home, nor can there be any responsibility assumed if the parent does not send sufficient medication.
7. A long term medication form is available for download on Gateway or from the medical room and should be completed at the beginning of each school year for medications used long term, e.g. inhalers and EpiPens.

Procedure requiring external intervention/hospitalisation

- When an accident occurs requiring medical intervention beyond the capability of the nurse, the College will attempt to reunite parents/guardians and children as soon as possible. Parents will be informed immediately of the situation and will be advised regarding the next steps.
- Where a parent is unavailable or cannot be contacted, decisions on medical intervention will be based on the available knowledge and in the best interests of the child.

- Where a parent holds strong views against medical intervention based on religion, s/he must inform the College in writing and agree with the school nurse on alternative arrangements. The parent must also sign a waiver of the College's responsibility for not intervening medically as normally required.
- It is important that parents update all medical information on Gateway.

Head lice

- It is important NOT to send your child to school if they are infested with head lice.
- Parents should inform the teacher/nurse if their child has head lice.
- If your child is found to have head lice during school hours the nurse will inform you to come and collect them.
- Once your child has received treatment and all eggs are removed they can return to school.

Contacting parents

- If a child is unwell or has a temperature over 37.5°C and needs to go home, the school will contact the parents/ guardians. The College will not send a child home with anyone, unless a parent or emergency contact has been contacted first. If unable to contact parent/guardian then emergency contacts will be contacted.
- It is parents' responsibility to keep their contact information with the College updated at all times.

Discovery Foreshore

The Discovery Foreshore comprises of two artificially turfed football/rugby pitches. This has been a joint effort by Discovery College, the DB Community, Hong Kong Resorts International Ltd. and DB City Management. Inquiries for the use of this space by sports clubs, community groups, etc., are invited. All bookings are managed through Discovery College. The Discovery Foreshore is also open for casual use by the community if not booked by groups.

Discovery Foreshore rules:

- Everyone entering the sports field must comply with the posted rules.
- No pets, except guide dogs for the vision impaired, are allowed on the playing area at any time.
- Booking for the use of playing field between the hours of 7am-7pm daily including weekends, must be made in advance through Discovery College. Please contact our office on ***3969 1000***.
- No food is allowed without prior approval from the College.
- Smoking is strictly prohibited.
- No drinks, except capped bottled water.
- No cycling,skateboards or scooter.
- Spitting, urinating and gum disposal is prohibited.
- Participants using the sports area must wear sport shoes. Spiked footwear is prohibited.
- Be respectful of neighbours by keeping noise levels to a minimum.
- All persons using the field outside of regular booked activities do so at their own risk. Discovery College can not be held responsible for any accidents or injuries.

College Business, Operations and Finance

Facilities rental

At Discovery College we have areas that are available to be hired for a range of activities, including our library, primary sports hall, main gym, Discovery Foreshore (see above), performing arts theatre, black box theatre, swimming pool, diploma centre, playground areas, food technology room, dance studio and classrooms.

For further information, please contact our Facility Manager or Business Manager on ***3969 1000*** during office hours 8am-4.30pm or visit ***www.discovery.edu.hk > Contact Us > Facility Hire*** for more information.

Insurance

Parents should understand that according to the Education Development Bureau (EDB) guidelines, ESF's group personal accident insurance policy covers each student against accidental death/permanent disability; however, medical expenses are not covered.

We recommend that parents have a fully comprehensive medical cover for their children to cover any medical expenses they may incur.

We also recommend that parents have insurance cover for any valuables, including laptops, that students bring into the College.

Money & valuables

Students are advised not to bring valuable items or large sums of money to school. The College accepts no responsibility for personal property brought to school by students.

Lost property

All lost property will be placed in the lost property cabinet opposite the PTA shop. Items can be collected at any time. Parents are required to name all property including lunch boxes and drink bottles. If items are not collected within ONE MONTH they will be disposed of.

ePayment

Discovery College administers an ePayment service to handle all miscellaneous fees via the ePayment module in the ESF Gateway. This service, used by all ESF/ESL schools, eliminates the need to pay cash or cheque for various activities such as CCAs, Cobra Sports, camps, field trips, LEAP, sports trips, etc.

Each student is assigned a personal ePayment account (also referred to as Miscellaneous Fees Account) in the ESF Gateway from which Discovery College then debits the cost of activities undertaken individually. Parents are notified for all deductions from your child's ePayment account and permission is sought from parents prior to any money being debited.

The ePayment system allows parents to check their child's account balance, transaction history and top-up records, as well as transfer money from one child's account to another (if you have more than one child at the College). An email alert is sent to you when the account balance is insufficient to meet the charges. We suggest an initial deposit as set out below be deposited into your child's ePayment account. These amounts have been compiled from previous years' activities as a guide. Parents can pay this deposit via PPS or internet bill payment transfers.

For further information, visit ***www.discovery.edu.hk > Current Parents > ePayment***.

Please refer to the chart on the following page for suggested minimum deposit amounts per year level to cover anticipated expenses for the 2017-18 academic year.

No cheques or cash will be accepted.

Year Level	Suggested Amount	Details
Year 1	$1,300	Pizza Party, swimming, curriculum-based field trips
Year 2	$1,500	PYP Swimming Programme, Sleepover, curriculum-based field trips
Year 3	$2,200	PYP Swimming Programme, Camp, curriculum-based field trips
Year 4	$2,500	PYP Swimming Programme,Camp, curriculum-based field trips
Year 5	$2,500	PYP Swimming Programme, Camp, curriculum-based field trips
Year 6	$2,500	Camp, curriculum-based field trips
Year 7	$1,800	Camp (HK Hustle), Maths ebook, curriculum-based field trips
Year 8	$3,500	Camp, Maths ebook, curriculum-based field trips
Year 9	$6,000	Camp, Maths ebook, graphic calculator, curriculum-based field trips
Year 10	$2,000	CIS Personal Project, Maths ebook, curriculum-based field trips This cost does not include No Boundaries
Year 11	$2,000	ESF University Fair,curriculum-based field trips, community first aid This cost does not include No Boundaries.
Year 12	$1,300	ESF University fair, curriculum-based field trips This cost does not include No Boundaries.
Year 13	$10,000	Diploma and Exam fees, graduation dinner, university fairs, curriculum-based field trips
Overseas Trips (such as No Boundaries, MUN, Drama), special activities (such as Cobra Choir trips), as well as optional items (such as the Yearbook or ICAS)		Parents will be informed before each trip/activity of the deadline and how much to deposit into the ePayment account.

Activities	Suggested Amount	Details
CCA	$200 per CCA	Note that some CCAs may have a higher cost per term
Cobra Sports	$700 per sport	A Cobra sports fee is levied per sport to cover admin/ participation, venue and referee costs, external coaches, and transport. Season two students will be able to purchase their own Cobra kits online.

College Business, Operations and Finance

Visitors to the College

For the safety of students, all visitors to the College between 8.30am-3pm, including parents, must enter through security at the front entrance to the College and proceed to the main reception.

Visits from former DC students

We acknowledge that when students have been a member of DC and then move overseas to another school, they may on occasion wish to visit the College and feel the sense of community they had here. As such we want to honour this while not impacting on the learning of the students currently in the school.

Thus former students returned from overseas are asked to do the following:

- request from the Head of Primary/Secondary or VP Primary/Secondary, at least one day in advance, of their wish to come into school. An email will be sent confirming whether this is convenient.
- only be in school during the designated primary or secondary lunch time: Primary 12.35-1.25pm
Secondary 1.30-2.20pm
- on arrival sign in at the front desk to get a visitor's pass – the office staff will ask for a member of the Primary or Secondary Leadership Team to come and say hello at this time
- while in the school, adhere to our school rules
- return the visitor's pass when leaving

Communication

Communication is critical in ensuring all stakeholders are informed of College activities, events, celebrations and direction. This includes what is happening at a class, team, Primary School, Secondary School and College-wide level. Every teacher has an email address published in this handbook. Parents are encouraged to use this to communicate with teachers as well as the diary in Primary classes from Years 1-5. Prompt communication of a problem or issue will generally result in its resolution.

Communication at Discovery College includes:

- College website ***www.discovery.edu.hk***
- weekly e-newsletter (The Explorer) emailed to parents at the end of each week and available on the College website
- twice yearly magazine 視界 (Shi Jie)
- student work sent home, including workbooks and portfolios
- three-way conferences
- student-led conferences
- ongoing online assessments
- parent information evenings
- student exhibitions and presentations
- SMS system for use in school closures, typhoons etc.
- the following online systems:

Gateway
The Gateway is a key source information and communication for functions including student assessment and reporting, signing up for activities, booking for three-way and student-led conferences and ePayment system for incidental school expenses. All parents are provided with a username and password to access this site which is linked from the DC webpage.

Ding!
Ding! is a virtual learning environment (VLE) that is built on the Moodle platform. It allows the students to connect to the school no matter where they are in the world (an internet connection is needed, as Ding! contains online course materials. The information available includes the student daily bulletin, MYP/DP courses, units of inquiry courses, homework, single subjects, other general school activities and current events. Please ensure that you can log into your child's Ding! page to keep up to date with their school work and homework.

DC mail
Email portal for all Discovery College students. This is a Google mail site. A link can be found on Ding!. DC email addresses provided to students are primarily for school communication and should not be edited or changed in any way.

Other online systems
Managebac is used by secondary students to keep track of including all CCA and sporting activities, MYP personal projects, DP extended essays and theory of knowledge. BridgeU is used to support higher education applications. Other web based systems also play a part in student learning and are linked from the DC website or Ding!

Newsletter
The Discovery College e-newsletter, The Explorer, is produced throughout the week, and sent to families by email each Friday. Parents are expected to check the newsletter at the end of each week to familiarise themselves with news and announcements.

Staff-parent/caregiver communication
Successful schooling is based on a strong and trusting three-way relationship between the teacher, the student and the student's parents. An essential element of this relationship is regular communication that provides quality dialogue about all aspects of learning and teaching. All communication between staff at the school and parents/caregivers is expected to be polite and respectful.

It is the College's belief that no report, Three-Way or Student-Led conference should contain any information that is a surprise to either student or parent. Any significant improvement, success, academic or behavioural concern should be communicated immediately, discussed and, if necessary, a strategy put in place involving all stakeholders.

Communication

Concerns

Individuals or groups should submit their concerns, in writing (email is sufficient) to the most appropriate person(s), to be considered. The concern may be referred on to another person. The general rule for most concerns is to follow the process below:

Teacher > Team Leader (Primary) or Dean/Head of Department (Secondary) > Vice Principals (Primary/Secondary) > Head of Primary/Secondary > Principal > School Council > ESF

The individual/group can expect their submission to be acknowledged including where possible, an indication of the time-frame for response (within 5-10 days of receipt of complaint). If the individual/group has not received a response within the time frame indicated, they are encouraged to send a reminder to the person(s) dealing with it.

Publicity policy

Discovery College is fortunate to be a sought-after College, and as such we often like to tell people about the success of our programmes and students. This means we may take photos and/or video of our activities to publish in various forms of media to promote the positive aspects of the College. We want you to be aware that photos or videos of your students taken during school activities may be used as part of the promotional or informational efforts of the College or ESF. In the case of outside entities wishing to use our photos, every effort will be made to contact parents to obtain permission.

Wellbeing

Wellbeing at Discovery College is about equipping and enabling students to 'flourish' in all areas of their lives. Our approach involves a wide range of specific and planned for wellbeing practices and learning engagements.

These wellbeing practices and learning engagements are developed using:

- IB world school philosophy
- Restorative Practices: Building Positive Relationships
- PERMA (Martin Seligman, 2011): Positive Emotion, Engagement, Relationships, Meaning, Accomplishment
- CASEL: Collaborative for Academic, Social, and Emotional Learning Organisation
- SEL Model: Social & Emotional Learning

The development of student wellbeing is fostered across the College through a considered and aligned programme. All students from Year 1 to Year 13 are involved in a comprehensive wellbeing programme that addresses the emotional, social, mental, spiritual (connections to values and purpose) and physical health of an individual and group.

Primary

The Primary Years Programme prepares students to become active, caring, lifelong learners who demonstrate respect for themselves and others. The programme focusses on the development of the whole child.

In Primary, wellbeing is fostered in a number of ways including:

Through curriculum opportunities whereby the Physical, Social, Emotional and Health Education (PSEHE) curriculum is embedded into Units of Inquiry.

Year Level	Transdisciplinary Theme	Central idea
Year 1	Who we are	Emotions and actions can influence interactions with others
Year 2	Who we are	Relationships can be impacted by the choices people make
Year 3	Who we are	Personal wellbeing determines the quality of people's lives
Year 4	Who we are Sharing the planet	Bodies are made up of interrelated systems, which need to be maintained for healthy functioning Individuals have a responsibility to find peaceful solutions to conflicts within communities
Year 5	Who we are	Role models reflect the beliefs and values of individuals and society
Year 6	Who we are How we express ourselves	External and internal factors cause changes in people's lives Children worldwide encounter a range of challenges, risks and opportunities

Through the use of a number of teaching practices and programmes used across the primary school.

- restorative practice
- Circle Time
- responsive classrooms
- friends programme
- student counselling
- explicit teaching of social & emotional skills

The DC Secondary Wellbeing Programme is a specific and planned means of helping students to value themselves and others, and to provide the tools to assist them to "flourish".

Curriculum coverage
There is dedicated learning time of 10 minutes each morning and one teaching block per week.

All students are in one of 6 learning teams in their year group (D S C V R Y) through which the programme is delivered by the Learning Adviser and Dean. It is a planned and responsive spiral curriculum that the Deans co-construct with Learning Advisers, Vice Principals and student voice.

The units of work for Years 7-11:

Year	August – June			
7	Please help me get organised	Being a Positive Detective	What's going on? Friendships, Communication and me	
8	Preparing for Success	We're all in this together	Under Pressure	What's happening to me
9	I'm a GOAL digger	Let's build each other up not tear each other down	Why am I enough?	Say What?
10	Inner Awesomeness	Stop thinking question?	It's my body	Dear Stress let's break up!
11	Physical, Emotional, First Aid	Adulting – There are far better things ahead than any we leave behind	Relationships, sex and the world we live in	
12	Organisation reduces stress. Really?	Sleep – who needs it?	Staying safe – It's party time	Budget. What?
13	Negotiating sexual boundaries	64 things we know the college freshmen	Adult skills every 18-year old should have	

Wellbeing

Student support

Student support is integral to the College's values and principles in that we are individually and collectively responsible, in partnership with the family, for the wellbeing of every student. We recognise that the family is the primary caregiver and holds the responsibility for the wellbeing of the child. We recognise and value the differences across cultures in family structures, child rearing practices, expectations of children, values and beliefs. In light of this, we seek to support and work collaboratively with the family to enhance wellbeing in a thoughtful and appropriate manner.

Parents and students are encouraged to talk with any member of the staff if they have concerns. We provide a coordinated structure of care for every child to ensure they are effectively supported by a network of staff. When necessary this may involve more targeted intervention by different segments of the school community such as the Student Counsellor or Social Worker (see below), Higher Education Counsellor (see HEO), Classroom Teacher, LDT teacher, EA, Secondary Dean, Primary Team Leader, VP and so forth.

The development of student wellbeing is fostered across the College through a considered and aligned programme. All students from Year 1 to Year 13 are involved in a comprehensive wellbeing programme that addresses the emotional, social, mental, spiritual (connections to values and purpose) and physical health of an individual and group. This programme is delivered by classroom teachers and outside providers.

Student Counsellor
At Discovery College there are two Student Counsellors available, both of whom are trained teachers and counsellors. Ms Evonne Drakousis is available predominantly for the Secondary students and their families and can be located on the 4/F as part of the DC Guidance Centre. Mrs Tracey Chitty is available predominantly for the Primary students and their families and her office is located on the LG/F.

The Student Counsellors, along with the HK government-funded Social Worker, operate as a close team providing student support across the school community. Students can access the counselling service through self-referrals (i.e. emailing the counsellors directly, filling out an appointment slip or visiting the counsellors in person). Parents can access the service for their children, or seek support for their parenting, by phone or by requesting an appointment with either Evonne or Tracey. At times a teacher may refer a student to counselling due to an ongoing issue that has not been resolved through other avenues.

The Student Counsellors work in a range of different ways including providing therapeutic counselling, skills building, advocacy work, group process and in-class support through class conferences. They work with a wide range of issues such as self esteem, depression, anxiety, self harm, abuse, eating disorders, family relationship issues, suicide ideation, anger, boundaries and parenting challenges. Both counsellors operate in a wider network of Hong Kong professionals and are able to refer individuals and their families to wider support and help if needed or requested.

Social worker
Kate Tse is Discovery College's HK government-funded Secondary School Social Worker. Kate works closely with the Student Counsellors and teachers to facilitate group work and workshops to alleviate factors that may be interfering with a student's learning. Kate works with both individuals and groups around issues such as resilience, self esteem and social skills, and is available through self referrals, teacher referrals and parent referrals. The service may involve long or short term intervention plans according to the student's needs, together with social and emotional factors. Kate also liaises with other agencies to develop programmes to increase the range of support available.

Relationship management policy

At Discovery College, the quality of relationships across our school community is a strong determinant of our overall success. The interrelationships between students, staff (teaching and non teaching) and parents must be open, honest and respectful and

have the achievement of the student and the wellbeing of all parties at their core.

All parties, including students, staff (teaching and non teaching) and parents must accept they have a role to play in the development and maintenance of these relationships. The quality of these relationships will be reflected in the outcomes for students.

All staff are responsible for managing behaviour for all students. Students must understand that all staff (EAs, support staff and teachers) have the right to question them about any behaviour/ actions that are inappropriate.

Restorative practices procedures

We use Restorative Practices to restore relationships at Discovery College with the intention of resolving issues through a no blame approach. Restorative Practices means that for any situation requiring intervention of staff and/or student mediators we are working to ensure that all parties:

1. Acknowledge their role in the incident
2. Take responsibility for their actions
3. Understand the impact of their actions
4. Be part of the solution (where possible)

To the wrong doer	To the victim
We're here to talk about…	What did you think when it happened?
What happened?	
What were you thinking at the time?	What have you thought about since?
What have you thought about since?	
What do you think has been affected by what you did?	How has it affected you?
In what way?	What's been the worst of it?
What do you need to do to make things right?	What's needed to make things right?
How can we make sure this doesn't happen again?	How can we make sure this doesn't happen again?
What can I do to help you?	

Wellbeing

When stuck
Was it the right or wrong thing to do?
Was it fair or unfair?
What exactly are you sorry for?
You didn't answer my question.
Restorative Practices does not preclude the use of other consequences that may be, but are not restricted to:

Verbal warnings	Loss of privileges
Meetings with teaching staff	Verbal and/or written apologies: Students sent home early Parent meetings
Exclusion from participation in events	
Referral to appropriate support agencies	Parents informed Exclusion from school
Reflections – during/after school	
Appointment with Student Counsellor and/or Social Worker	

Bullying procedures
Bullying is the abuse of a relationship.
Bullying is a type of behaviour that needs to be changed.
Bullying is ongoing, unwanted behaviour on the part of the victim.

It can take a variety of forms - verbal, physical and cyber, therefore, Restorative Practice is appropriate in that we seek the same outcomes as for other behaviour management, through a similar line of questioning.

A DC Restorative Practice information booklet is made available to all parents. Please contact the College if you need a replacement.

Positive health and good nutrition

Eating well is good for your mental as well as your physical health. Discovery College promotes the serving of healthy whole foods to our children to support life-long healthy eating habits, increase energy levels for study and help reduce the chances of potentially disabling diseases including tooth decay, heart disease, cancer, diabetes, high blood pressure and obesity.

According to the World Health Organisation (WHO) "Unhealthy diet and lack of physical activity are leading global risks to health." The WHO recommends a reduction in our intake of sugar, unhealthy fat and salt. "Evidence indicates the intake of free sugars should be reduced to less than 10% of total energy intake and that a reduction to less than 5% of total energy intake provides additional health benefits. Free sugars are all sugars added to foods or drinks by the manufacturer, cook or consumer, as well as sugars naturally present in honey, syrups, fruit juices and fruit juice concentrates" World Health Organisation

Healthy snacks
We encourage students to bring 'Brain Food' to eat at school. This is whole food that will help nourish minds and bodies. Research indicates that eating fruits and vegetables and healthy snacks throughout the day isn't simply good for the body, it's also beneficial for the mind.

Examples of 'Brain Food' includes:
- whole fresh fruits e.g. bananas, grapes, berries, apples, kiwi, lychees, oranges
- fresh vegetables
- nuts (note our no peanut policy). Almonds make a great snack
- wholegrain crackers and bread with savoury fillings
- wholemeal homemade pizza
- wholegrain noodles or rice tossed with vegetables
- homemade dumplings

- sushi
- whole wheat pitas with hummus
- boiled eggs – a great protein source
- seeds e.g. sunflower seeds, pumpkin seeds
- homemade trail mix
- brown rice crackers
- edamame (soybeans)
- avocado dip with vegetable sticks
- natural Greek yoghurt with chopped fruit
- popcorn (popped from the kernel – NOT the microwave type)
- homemade oat cookies

Drinks
To maintain concentration, energy levels and aid digestion it is essential to maintain our fluid intake. The healthiest way to do this is with water.

Discovery College has many chilled and filtered water fountains located on various levels around the school that can be used to refill water bottles. The use of reusable drinking bottles is also an important step in protecting our environment from unwanted packaged drink containers and disposable plastic bottles. Avoiding packaged processed food is also helpful in protecting our environment.

Celebrations
Discovery College does not support high sugar treats in our school for both health and medical reasons. We actively discourage the bringing of cakes and lolly/candy/sweets bags for all students at times of birthdays and celebrations. More suitable options include fruit platters, vegetable sticks and dips, craft and activity packs. We ask that you be mindful of other family's food choices. Whole food choices support our children to develop healthy lifelong eating habits and support learning. Please contact your child's teacher/learning advisor prior to organising food or treats for anyone other than your own child.

Parents

Parent information sessions

Information sessions provide an opportunity for parents to meet teachers, see their child's classroom and gain an understanding of the programme. It is important for parents to attend all information sessions which involve their child/ren. Some information sessions include overviews of the year's programme, camps, early literacy and mother tongue.

Parents are encouraged to ask for assistance and information from their child's teacher at any time during the year.

Parent Teacher Association (DCPTA)

As stipulated in English Schools Foundation (ESF) Ordinance guidelines, all PTA fees are now mandatory and are collected by ESF on behalf of individual school PTAs. The mandatory PTA fee for the **2017-18 academic year is $450** per family. All families receive correspondence on how to pay this.

The DCPTA is run by a committee of volunteers. Its main function is to promote and enhance co-operation between parents, teachers and all College staff for the education and well being of DC students.

DCPTA services include:
- organising functions for the College community
- raising funds
- collecting payments on behalf of the College for certain activities and items
- receiving, and forwarding to appropriate staff members when necessary,comments, suggestions and ideas from parents and students
- school buses
- providing regular grants to cover teacher requests
- allocating money to the Student Council to support student initiatives across the College
- PTA shop

Among other things, PTA fees support the PTA Shop, which is run by a PTA Coordinator and a team of parent volunteers as a service to the whole College community. The shop is open on all school days from 8.30am-3.30pm.

Items for sale include:
- the complete line of DC uniforms including swimming gear
- stationery items
- mandarin and Spanish textbooks
- select hair accessories

For enquiries, please call ***3969 1069***, email ***pta@dc.edu.hk*** or visit ***www.discovery.edu.hk > School Life > PTA***

Parental involvement

The College is a shared environment which includes community, parents and teachers working together to enhance the experiences and education of the children at Discovery College. Research has shown that students perform at a higher level if their parents are involved in their education. This includes sharing their learning through discussion and homework, participating in College events and being involved in the day to day programmes of the College.

Parents are encouraged to share their skills, knowledge and experiences with the students of the College. This can be through regular College support or by attendance on College events and trips.

Parent helpers can give support to the College by assisting in the classroom, developing resources or working in specific areas such as the library. Where parents assist class programmes, we ask that you commit to regular attendance. The College will provide appropriate training if required. Teachers will seek parent helpers at different times of the year and will communicate this to parents as needed.

School Council

The School Council of Discovery College is composed of representatives from ESF, the wider community, parents, teachers and support staff of the College. The purpose of the School Council is to help the school provide the best possible education for DC students. School Councillors undertake their roles on a voluntary

basis for a period of 3 years, and are prepared to share their knowledge, skills and experience for the good of the College as a whole. The guidance offered and decisions made form part of the framework within which the College operates.

The main responsibilities of the School Council include working with the Principal to establish the school's strategic direction, approving the curriculum, ensuring that the needs of students are met and approving the annual budget. School Councils are also responsible for the approval of senior appointments, the implementation of effective procedures for staff management and development and, with the ESF Chief Executive Officer, for appraising the performance of the Principal. The School Council also advises the ESF CEO and the ESF Board on issues affecting the school.

For further information on the School Council, including Summary Reports of Council meetings, please go to ***www.discovery.edu.hk > About Us > School Council***.

The School Council welcomes your feedback and comments. If you wish to contact any of the parent representatives on the School Council, please email: ***parentreps@dc.edu.hk***. For other inquiries, you may contact the Principal, Mark Beach, at ***mark.beach@dc.edu.hk***.

Digital Technologies

Digital technologies include all devices used to create, manipulate, transmit or store images, words, numbers, moving images and sounds. This includes, but is not limited to, laptop computers, desktop computers, digital still and video cameras, mp3 recorders and players, scanners, printers, mobile phones, PDAs, memory devices, network infrastructure and the Internet.

Our vision for digital and information literacies

Digital and information literacies engages with the DC vision (Grow. Discover. Dream.) to support:

- structured and purposeful inquiry
- investigating, creating, personalising, communicating, collaborating and organising.
- being responsible for their own learning.
- digital citizenship.
- developing and applying strategies for critical and creative thinking, making connections, and applying new understandings and skills in different contexts.
- international mindedness.
- authentic use of technology within learning and teaching.
- embracing new opportunities where technology can enhance learning.

Privacy

Mobile devices and any devices with a camera are explicitly banned from any area of the school where privacy may be of concern, for example, change rooms and toilets.

Laptop and computer access

- students in Years 1-5 will access iPads and laptop and desktop computers provided by the College when required
- students in Year 6 and above will use one-to-one computing.
- we highly recommend you buy a USB backup drive of at least 1TB to protect your child's work.
- students may be asked to help develop and sign essential agreements that are year level specific about when and how laptops are used

1:1 Laptop purchase

All students enrolling at Discovery College in Year 6 or above are required to purchase an Apple laptop. This includes our current Year 5 students who will be moving into Year 6 next school year and newly enrolled Year 6-13.

The ESF has negotiated very favourable prices and a customised onsite service plan with Apple and the pricing can be found on the ordering portal. This pricing is around 15% below retail and below normal education pricing. Apple's authorized agent Senco-Masslink is handling the purchase as it does for all international schools in HK. This agreement allows families to buy up to two Apple computers (one laptop, one desktop) each year at this discount rate. Students must purchase one complete special bundle, this bundle included a special APP(Applecare Protection Plan) package with 2nd and 3rd year warranty and allow service through the onsite Mac Service Centre.

Visit the special order portal to place your order online:
www.eduoffer.com/esf

Benefits of buying through Senco-Masslink

- The laptops will be delivered ready for use with all DC network settings and software image.
- Access to warranty service and support onsite at DC.
- Access to a free loan machine in the case of any problem (warranty claim, accidental damage etc) Students who buy their laptop from other providers or DO NOT have the Senco-Masslink APP can buy the 3 year onsite SENCO Applecare Protection Plan separately (if your laptop is less than one year old) online through the link above. If you do not please note:
    1. There will be a $500 imaging charge to set the machine up for use at DC which includes ensuring your data is backed up and copied back to your laptop after imaging. This will be debited to the families ePayment account.
    2. To ensure laptops are ready for a new school year they

must be provided to the DC ICT department at least 2 weeks before school starts to ensure they are ready.
3. The turnaround time for imaging during the school year will be one week.
4. If you require a loan machine at any time there will be a charge of $20 per day debited to the families ePayment account.
5. Any warranty claim needs to be done at an Apple store (not at DC).
6. Service and repairs out of warranty can be done at DC at cost.

Digital Technologies Responsible Use Agreement

Discovery College values the use of technology and encourages its use in creative ways to support student learning in safe and secure real world and online environments. To ensure this occurs, the College community needs to be clear as to what is regarded as responsible use. These rules apply to any device, including iPads, iPods, laptops, mobile & smart phones, MP3 players, gaming devices, digital cameras etc. When bringing any digital device into the College, or on school outings, students will abide by this agreement.

Year 10+

I will keep myself safe…
- I will be protective of my personal information, security and privacy and cultivate a positive online presence, e.g. password protection, social network sharing, and personal data.
- I value my online reputation and those of others so I will be mindful of the content I post online about my friends and myself.
- I will inform a trusted adult of any inappropriate contact after blocking or taking appropriate immediate action.

I will think first…
- I recognise that information in all media has different ratings for different ages and I need to be mindful of what is really appropriate for me.
- I value the reliability, authority and purpose of information and know how to recognise the validity of information.
- I value my computer working at its' greatest efficiency therefore I will be mindful of what, and the amount, I download or install on it.

I will be a good digital citizen…
- I value personal relationships and emotional well being of others so I will refrain from harming another person through defamation, bullying, harassing, embarrassment, discrimination and exclusion.
- I have integrity so I will use technology ethically and responsibly.
- I agree to respect other peoples' work by not presenting it as my own.
- I will be upstanding in times when others are suffering negative online experiences such as cyberbullying.

I will keep a healthy balance…
- I value having a balance in my life and will be mindful of the healthy use of technology.
- I value the trust of my parents, therefore I will gain and maintain their trust by demonstrating appropriate access to digital media.
- I will save playing games and social online talk to times outside of my learning time, and in appropriate/designated spaces.

Years 6-9

I will keep myself safe…
- I will get the permission of a trusted adult before giving out any personal information about myself like; my age, last name, address or phone number.
- I will seek a trusted adult's permission before I meet someone in person that I've only met online.
- I will not put myself at risk by taking and posting or sending photos of a sexual or inappropriate nature.
- I will set privacy controls and discuss with trusted adults when I want to create a social networking profile.
- I will block and report to a trusted adult, inappropriate messages that I receive from others.

Digital Technologies

- I will tell a trusted adult if anything happens online that makes me feel uncomfortable and/or harassed.
- I will not share my passwords with anyone other than a trusted adult.

I will think first…
- I understand that not all TV shows, movies, games, music and websites are right for me. I will talk to a trusted adult and come up with rules that are suitable for me.
- I will follow rules about ratings, in whatever environment I may in at the time (school, home, country).
- I agree to not download anything illegal, inappropriate or that will damage my reputation.
- I know that not everything I read or see is true, and I will think about whether a source is credible.
- I agree not to download anything or fill out surveys without a trusted adults permission.
- I will not put anything online that I don't mind everyone now and in the future seeing.
- I will save playing games and social online talk to times outside of school except for officially designated times and places.
- I will respect other people's property.

I will be a good digital citizen…
- I agree not to bully anyone online or on my mobile/smart phone by taking and sending pictures or sharing videos, spreading gossip, setting up fake profiles or saying cruel/ inappropriate things about people.
- I agree to respect the creative work of others by not; using cracked software, pirated music or movies and using copyrighted materials.
- I agree to respect other people's' work by not presenting it as my own.
- I will let my friends, family and teachers control their own digital footprints by not posting videos, photos or information about them, without seeking their permission first.

I will keep a healthy balance…
- Even though I love technology, there are other things in my life that I'm interested in. So I will set time limits that are healthy and realistic and then I will follow them.
- I understand that adults value my safety above everything else, so I will try to help them understand why technology is so important to me.

Years 1-5
- I will keep myself safe…
- I will not share my password with anyone other than a trusted adult.
- I will not give out any personal information, including my birthday, last name, address, school, picture or phone number.
- I will not upload or download photos or videos, or fill out surveys, without a trusted adults' permission.
- I will not meet someone in person who I've met online without my parents' permission.
- I will tell a trusted adult if anything happens online that makes me feel upset, sad or not safe.

I will think first…
- I will make smart decisions about what I watch, play and send, and will ask a trusted adult if I'm not sure what's appropriate.
- I will follow the rules my family and school has about ratings.
- I will respect other people's property.

I will be a good digital citizen…
- I will not bully anyone online or on my mobile phone by sending pictures, sharing videos, spreading gossip, setting up fake profiles or saying cruel things about people.
- I agree not to use technology to cheat in games or on schoolwork.
- I agree to tell a trusted adult if I see something that is inappropriate online or on my phone.
- I will respect other people's privacy and creativity.

I will keep a healthy balance…
- I understand adults set time limits for online use that make sense for me so that I keep a balanced lifestyle, and then I will follow them.

Guidelines
Discovery College will monitor user data and internet access and check the contents of any electronic device brought onto the College premises or on any official College event, including emails and the school Google Domain. Curriculum use of the network and computer resources takes precedence over non-curriculum use including games not related to classwork.

This agreement covers (but is not limited to) the use of electronic devices owned by the College and by students that are brought onto College premises, or on excursions, camps or other official school functions including computers, laptops, storage devices, digital video and music players, cameras, other recording devices, mobile phones and organisers.

Discovery College reserves the right to ensure all student laptops have sufficient space to support learning activities. This may include the college deleting non-essential games, music and video files. Under no circumstance should a student alter their correct email names. The DC Mail is an important part of school life that requires formal standards to be upheld in communications in or out of school.

Audit of electronic devices and services
The College reserves the right to audit and use auditing software on any electronic devices brought onto the College premises or on official school events offsite by students. This is either done randomly or as a result of teacher request. If breaches to the above Responsible Use Agreement are found, depending on the age level, either the PYP, MYP or DP administration is informed, and the sanctions below may be applied.

The school email domain (***@dc.edu.hk***) is an organisational workspace provided to students and staff for professional / learning-related purposes. While it may be used for personal correspondence, users should not regard their school email addresses as private - email traffic is visible to school administrators and the school uses keyword monitoring to identify emails that may contain problematic content, so as to keep members of our community safe.

All school email addresses (***@dc.edu.hk***) must show the correct display name (first name.surname) and not include any emojis.

Restorative practices and responsible use
Where possible a restorative approach will be used to understand and address the needs of any victim and help the wrongdoer understand the impact of their actions on others. This may involve conferences with other students, staff and parents. In addition to this, other consequences may be implemented.

Consequences
For violations stated above, possible consequences are:
- confiscation of the device for a defined period
- withdrawal of privileges including on-line access for breaches of on-line policy
- withdrawal of the right to bring or use electronic devices to the College or to College activities
- community work for the College outside school hours
- payment for cost of repairs

For serious breaches of rules:
- suspension or expulsion
- law enforcement agencies may be involved

Year 6 laptop programme introduction – Clickeratti Kids
In order to develop a strong understanding of the key expectations in the Acceptable Use Agreement, students in Year 6 participate in a yearlong inquiry class led by the Digital Literacies Coordinator. The aim of this inquiry is to help the Year 6 students transition into Year 7 and MYP with a sound understanding of appropriate, independent use of their new laptops and also to develop a digital portfolio format they can continue to use in subsequent years. Clickeratti Kids specifically inquires into what it looks like to be a digital citizen in today's learning environment, utilising their new laptops and other mobile technologies in a positive manner. Elements that are explored in depth are: online safety and security, communication methods, the DC Acceptable Use Agreement, design and layout features for good digital portfolios, skills needed to create their own digital portfolio based on inquiry findings.

Digital Technologies

Digital citizenship education

DC provides infused learning opportunities related to online safety and security when using digital technologies. Key resources that are used to highlight elements of digital citizenship include use of 'Hector's World' (***www.hectorsworld.com***) with students Years 3 – 6, which is an online learning environment that aims to educate through use of child orientated interests and tools. At MYP level developing positive digital citizenship involves 'just in time' education; for example, a project requiring music for a presentation can also involve a session of investigating issues surrounding pirating music, video etc.

The College is committed to strengthening the partnership between home and school by offering presentations and workshops related to online safety and security. The aim is to form positive digital citizenship expectations that are consistent between home and school, with parents and school keeping each other informed about current positive and negative online trends to be aware of.

Dress Code

Uniform

Our school has the expectation that all students maintain a high standard of appearance both within the College and in public. Students in the Year 12-13 are able to wear casual clothes meeting the requirements of the Diploma student dress code referenced in the Diploma Student Privileges section. Full and correct school uniform must be worn by all students in Years 1-11 and items of clothing must be clean, tidy and clearly labelled.

Years 1-11 uniform items
The polo shirt combined with school shorts/skirt/cargo pants is required for most school days. Optional uniform items are designed for colder weather and/or sports trips outside of the school. During Terms 1 and 3, students are expected to wear shorts/skirts and polo shirts

Skirt / short length – Length must be appropriate. The decision as to what is an appropriate length will be determined by the school, however, the length of skirts (and shorts) should be no shorter than mid-thigh.

Long sleeve t-shirts – Only to be worn under the school polo shirt.

Shoes – Uniform shoes must be either predominantly white or predominantly dark (black, dark blue, dark green, etc). Mostly bright or flouro colours are not acceptable. Shoes can be any style that is appropriate for sports/general school use, and should be comfortable and safe for walking to/from school and up/down stairs. Shoes must be worn with short white socks.

Hair – Hair on or below the shoulders must be tied back. Hair must be of a natural colour and extreme hairstyles are not permitted.

Makeup – Students will be asked to remove any excessive or obvious make-up. Only clear nail polish is to be worn.

Jewellery – The only jewellery permitted is a wristwatch and one pair of SMALL stud earrings, one in the lobe of each ear. No other visible body piercing allowed.

Exemption for religious reasons will be considered on a case by case basis. Parents should write a letter or email the school (Head of Primary or Head of Secondary) requesting such consideration. Any exempted jewellery must not be visible and must be removed for PE, sport and other activities where they could potentially be a hazard. The school is not responsible for the loss of these items.

For physical education lessons – Students must wear the correct PE uniform (house shirts, skort/shorts) and suitable sports shoes with non-marking soles and short white socks.

- Years 1-6: Must wear PE uniform to and from school on days when they have PE classes.
- Years 7-11: Secondary students must bring their PE gear to school and change at school before and after PE.

Sun smart – In Primary, a school hat is required to be worn during outside activities. Years 7-11 students are encouraged to wear sunscreen and/or wear the secondary school cap or hat.

Non-uniform items – During times of particularly cold weather, non-uniform items may be worn to and from school. Once at school, however, only the official school uniform may be worn, regardless of the time of year. Parents are reminded that winter coats are available from the PTA Shop

Please note
The College uniform is a set of clothes to be worn to school and on designated school activities. The uniform should be worn in its entirety, not part uniform. For example, sandals with the uniform or DC polo shirt with casual shorts are not acceptable. Any defacing or altering of the uniform is not accepted, and the school reserves the right to confiscate any offending garments and require replacements. As the uniform represents the College, student behaviour while wearing the uniform is expected to be exemplary.

Outside of school hours or designated school activities, students should change out of their uniform. No students should be outside of the College wearing their uniform on a casual basis unless they are with a parent.

Diploma students dress code

Hair

- hair can be worn down but must be tied up as required for health and safety reasons e.g. science, technology
- 'natural' hair colour acceptable
- obvious hair colours not acceptable if full head
- streaks acceptable if up to maximum length of 3cm streak
- neon, bright red, blue, purple colouring not acceptable

Shirts and tops

- strapless tops not acceptable
- no shoestring/spaghetti straps
- no visible underwear
- cleavage and midriff not visible
- see-through clothing not acceptable
- no offensive logos to be determined at the discretion of the College e.g. swear words, racist slogans, violent graphics, advertising logos for alcohol, smoking or illegal drugs

Skirts and shorts

- length of shorts and skirts should be no shorter than mid-thigh
- footwear
- wedges, thin heels, stilettos and flip-flops not acceptable for safety reasons, e.g. tripping on stairs
- covered toes in DT/Science as required (sometimes essential for Science practicals)

Makeup

- skin tone foundation
- natural looking eyeliner, mascara, lipstick
- obvious eye shadow colour and glitter are not acceptable

Jewellery

- earrings, necklaces, wrist/ankle bracelets, rings acceptable; to be removed if safety is at risk

Dress Code

Piercings
- multiple ear piercings acceptable
- facial piercings not acceptable

Tattoos
- must not be visible

Physical activity
- change of clothes as appropriate for activity
- appropriate non-marking footwear as per other year levels

House events
- Diploma Students must wear House colours to all House events - where possible, students are encouraged to wear the official House shirts

College Life

Stationery

The provision of school stationery is determined by the College and administered by the DCPTA. A school stationery pack is put together at the end of the year, and parents will be notified of its contents and the cost involved. Primary and Year 7 students' parents are asked to pay for the school stationery pack prior to the start of the year to ensure that the pack is ready for use on the first day. Secondary students in Years 8-12 need to purchase the relevant items as needed throughout the year. The expectation is that they are organised and ready for lessons. If any items are damaged, lost or destroyed they must be replaced at the students' cost throughout the school year.

In addition to the school stationery pack, a list of stationery items that students must bring to school on the first day will be made available in June for the following school year or go to ***www.discovery.edu.hk > Current Parents > PTA Fees & Stationery***. Please be sure that your child brings everything on this list to the first day of term as these items are not available in the classroom.

Buses

Buses are provided by a third party bus company and coordinated by the DC PTA. Information including fee schedule, available bus routes and enrolment forms for students of the College is available at ***www.discovery.edu.hk > Current Parents > Buses***.

Each school bus has an experienced bus supervisor who accompanies the students in the morning and afternoon where primary students are riding on the bus. Each student riding the school bus must accept and abide by the Rules of Respect of the school. While the buses are run independently by the PTA directly with the bus companies, the school reserves the right to deal directly with any issues of behaviour, including excluding students from the service.

Should you need to make changes to the arrangements for your child leaving school with less than one working day's notice, please contact the school directly on ***3969 1000*** to inform them of the change to the arrangements. Any queries on the bus service should be made by email to ***buses@dc.edu.hk***.

Cafeteria

Students may bring food from home and/or purchase it from the cafeteria. No food can be brought into the school for students during the day.

Peanuts and peanut products are banned within the school. This restriction includes all food brought to school from home.

All food, whether purchased at school outlets or brought in from home, must only be consumed in the G/F cafeteria, the 1/F cafe or the 2/F deli deck. Exceptions:

- Year 6 students may also use the 2/F deck near the Year 6 classrooms
- DP students may also use the Diploma Centre
- Teachers may, from time to time, request that students bring their lunch to a lunchtime activity in a location other than those listed above

Discovery Café (1/F)

The café is open daily on the 1/F between 8am–4pm for parents/visitors who wish to purchase drinks and food. It is also available at designated times to secondary students. Daily newspapers are provided, as are a range of children's books and toys for those families with preschoolers.

Discovery Deli (2/F)

The Discovery Deli is open daily from 10.30am to 2.15pm for staff, and at designated times to secondary students. Food concepts such as jacket potatoes, pizzas, healthy snacks and eat global which consists of food from around the world will be available.

Recess

Open for secondary students only (cash or octopus). Primary students must bring and eat snacks in classroom.

Ordering

For your convenience and taking into account the requirements of the different year level groups, this is the system for ordering / purchasing food:

Ordering Food - Years 1-6

Step 1

- Go to ***www.discovery.edu.hk > Current Parents > Cafeteria*** to view monthly menu.
- Enrolment form can be download from ***www.compass-hk.com/chartwells/en/ > School Area > Discovery College > School Menu > Enrolment Form***.
- Parents can also enroll through the Chartwells online enrolment system via this website: ***info.compass-hk.com/dc/survey.asp.*** You can contact our onsite Catering Manager Ms. Sandy Cheung ***dc@compass-hk.com*** for any enquiry relating to the cafeteria.

Step 2

- For Years 1-2, choose one of three options for each day e.g. hot meal/sandwich/baguettes. These will be delivered to the classrooms.
- For Years 3-6, choose from three 'hot' options including one vegetarian choice. Pasta with your choices of sauces e.g. tomato or béchamel is also available.

Step 3

- Students will make the specific choice ON the day, i.e. hot meals/pasta (this is to alleviate the issue of children changing their minds when they see what their friends are having.

Ordering Food - Years 7-13

Students can pay for their meal on the day using either cash or octopus.

College Life

Smart cards

Discovery College students use a multi-purpose, stored-value Smart Card System. The Smart Card is a photo-identity card with other functions designed to increase efficiency and convenience with respect to day to day functioning e.g. attendance, library issuing and photocopying.

Guidelines
Functions accessible through the Smart Card System include:

- photo identity
- attendance
- library issuing
- photocopying
- printing
- access to rooms (some Diploma students)
- students can buy a voucher to add value to their Smart Cards in the library. The minimum top-up amount is $50. This can be done before school or at break times only
- students have access through the Internet to the current value on the Smart Card and also a record of transactions while at the school. Ding! > Printing balance (Discovery College recommends regular checks of this information)
- Note that Octopus is used for payment in the Cafeteria

Education outside the classroom (EOTC)

Outdoor Education complements and enriches the in-school programme, and all students are required to participate fully in the EOTC programme designed at their year level. There are many benefits of outdoor experiences that are transferable to the students' daily lives including self-confidence, problem-solving skills, intrinsic motivation, self-esteem, independence and effective communication skills.

Proposed 2017-18 Camps
Year 1 foundation building outdoor activities in and around DC and Discovery Bay.
Year 2 one-night sleepover at school
Year 3 one-night camp at YWCA San Shek Wan, Cheung Sha
Year 4 two-night camp at YWCA San Shek Wan, Cheung Sha
Year 5 two-night camp at Bradbury Camp, Cheung Chau Island
Year 6 three-night camp at Sai Kung Recreation Centre, Sai Kung
Year 7 three-day event in and around Lantau Island and Hong Kong Island
Year 8 three-night camp, Lantau Island
Year 9 three-night camp, Tai Po (N.B. this camp is run through an external provider)
Year 10-12 No Boundaries Week (a week-long, off-campus learning experience to a variety of locations, local and international)

Our EOTC programme is structured so that these outdoor experiences get progressively more demanding as the students move up through the college, and as such, the Y9 camp in particular is designed to build student confidence and resilience. The activities on this camp are of a nature where an external provider is required, as DC staff do not have the necessary qualifications. This provider has the appropriate expertise, experience and equipment to extend and challenge our students, in order to offer a quality programme that guarantees the highest safety standards. The aims of all the camps are based on:

- Team building and participation
- Developing greater self-awareness, acceptance of group and personal responsibility
- Facing physical and social challenges with an open mind
- Developing confidence and competency in water safety
- Developing greater awareness of Hong Kong's environment
- Experiential learning in a safe and fun environment
- Progressively prepare students for the rigours of the No Boundaries programme at Years 10-12

Staff adhere to the strictest policies and guidelines on safety and supervision, risk assessment and risk management, leadership and legal requirements. For further information please refer to 'Insurance'.

We believe strongly that the time spent on camp will provide positive outcomes for your children.

Refund policy on school trips/activities

Hong Kong based trips and camps

- 50 percent of the total fee minus non-refundable items (such as flights, accommodation, transport) will be refunded if a student withdraws less than 48 hours prior to the event and the family provides notification to the school that is deemed reasonable.
- 100 percent of the total fee minus non-refundable items (such as flights, accommodation, transport) will be refunded if a student withdraws more than 48 hours prior to the event and the family provides notification to the school that is deemed reasonable.
- Refunds are to be requested in writing to the teacher supervising the activity, and must be accompanied with relevant medical certificates in the case of a student withdrawing from the activity due to illness.
- If a student gives no notification of withdrawal or non-attendance then no refund will be made.
- Refunds will not be made if a student is sent home from the activity due to illness or injury occurring at the activity.
- Refunds will not be made if a student is sent home from the activity due to disciplinary reasons
- Refunds based on absence due to family reasons will be decided upon on an individual basis by the school Principal.
- A contingency charge of 5% is applied against all HK based trips. Contingency monies are used to cover losses.
- Any surplus above $100 per student will be refunded to parents. All surpluses are refunded into parents' ePayment accounts.

Overseas trips

- 50 percent of the total fee minus non-refundable items (such as flights, accommodation, transport) will be refunded if a student withdraws less than 3 days prior to the event and the family provides notification to the school that is deemed reasonable.
- 100 percent of the total fee minus non-refundable items (such as flights, accommodation, transport) will be refunded if a student withdraws more than 3 days prior to the event and the family provides notification to the school that is deemed reasonable.
- Refunds are to be requested in writing to the teacher supervising the activity, and must be accompanied with relevant medical certificates in the case of a student withdrawing from the activity due to illness.
- If a student gives no notification of withdrawal or non-attendance then no refund will be made.
- Refunds will not be made if a student is sent home from the activity due to illness or injury occurring at the activity.
- Refunds will not be made if a student is sent home from the activity due to disciplinary reasons
- Refunds based on absence due to family reasons will be decided upon on an individual basis by the school Principal.
- A contingency charge of 7% is applied against all overseas based trips. Contingency monies are used to cover losses, including such things as fluctuations in exchange rates.
- Any surplus above $100 per student will be refunded to parents. All surpluses are refunded into parents' ePayment accounts.

No Boundaries overseas trips (Years 10, 11 & 12)

- Contingency monies for overseas No Boundaries trips are placed into a general pool, which is used to cover losses on any particular trip/s. Once this has been done, any surpluses above $100 per student are refunded to parents on a pro-rata basis on the trips where there was no deficit.
- Discovery College applies an Administration Fee of $500 per student for all No Boundaries trips, which covers:
  - employment of administration personnel specifically for No Boundaries
  - reconnaissance trips for following year's trips. Including flights, accommodation, transport, etc.
  - printing and photocopy charges
  - first aid supplies and kits

College Life

House system

Discovery College has five Houses, each made up of vertical groupings of staff and students across all year levels. Siblings are placed in the same house. The five Houses are based on the five elements of Chinese creation, namely:

流水	Liú Shuǐ House	Water (blue)
青木	Qīng Mù House	Wood (green)
金属	Jīn Shǔ House	Metal (purple)
烈火	Liè Huǒ House	Fire (red)
热土	Rè Tǔ House	Earth (yellow)

The purpose of the House system is to:

- provide opportunities for student leadership and student voice
- provide an opportunity for students from ALL levels of the school to interact
- build new friendships
- encourage older students to mentor and care for younger students
- build school spirit
- create sense of identity and belonging
- promote participation (Years 1-13) and competition (Years 5-13)

Library

The library is central to implementing, enriching and supporting the teaching and learning programme of the College. The library is staffed by two teacher librarians, one library manager, three library assistants and student volunteers. It is a gateway to access information in a number of forms - books, magazines, newspapers, audio and video recordings, as well as online databases and resources.

Library opening hours are: 8am-4.30pm on Monday to Thursday and 8am-4pm on Friday. We will cease the check out procedure 10 minutes before closing so please ensure you visit the desk before this time.

The library is open to students before school, during lunchtimes, after school and during class time. Each primary class has a scheduled borrowing time during the week. Secondary students are able to borrow when they have the need and opportunity. Students in years 1-3 need to bring their library bag to borrow resources, and students from year 4 need to use their smart card to borrow.

Each year level has different borrowing allowances:

Year 1: 3 resources

Year 2: 4 resources

Year 3: 5 resources

Year 4: 6 resources

Year 5: 7 resources

Year 6: 8 resources

Secondary Students: 10 resources

Different resources also have different borrowing time allowances:
books – 14 days
DVDs and playaways - 7 days
magazines - 3 days
All can be renewed twice.

Students who have overdue library resources are unable to borrow until they have cleared their accounts. Lost resources will be billed and sent to students and parents. A $50 administration fee is added to each resource to cover the cost of reordering and processing the lost item. The library offers a seven-day grace period (from invoice date) for students to return the overdue resources, after which, all billed unreturned resources will need to be paid for. The cost of replacing the book will be deducted from the student's family ePayment account. The book replacement cost is non-refundable if the lost resource is found after ePayment deduction has been made. Students may choose to keep the resource or donate it back to library.

Ding! has a number of links to online resources most of which can be accessed 24/7. These include the library catalogue (Oliver), various research databases, newspapers and digital magazines. The online catalogue can also be accessed by visiting ***www.discovery.edu.hk > Curriculum > Library.***

Parents are welcome to join the library as borrowers. We also appreciate parent volunteers. Please see one of the library staff for more information.

The College library caters to is catering to a wide range of readers and age levels. Our primary school library is located on 2F and secondary school library on 3F. Within each library, resources are located within different sections according to different age groups. Primary students who wish to borrow resources from our secondary school library must have a note from parents / guardians. Secondary students may borrow from both primary school library and secondary school library. A separate DP Literature collection is available for Year 11 and up. Students who wish to borrow from our DP Literature collection must provide a note from parents / guardians if in a year group lower than Year 11.
The final decision on whether the library will lend the book to the student rests with the teacher librarian.

The library is proactive in developing information literate students and supporting an information literate community. The teacher librarians work collaboratively with the teachers at the College as experts in the field of information literacy. Students learn how to access relevant and appropriate databases, subscriptions and other sources of information while becoming critical thinkers in the research process.

The library has a policy document covering collection development, donations, challenged materials and censorship. If you would like to read the full document please contact the Library Manager: ***library@dc.edu.hk***.

Lockers

Each student has their own locker. For primary students in Years 1-4, these are open-faced and located in the shared areas. For Years 5 and 6 and all secondary students, the lockers have doors. Used effectively, the intention of the lockers is to reduce the students' bag weight throughout the day. Students are expected to provide a secure lock. All belongings should be placed in the locker. Students are responsible for any items of value they bring to school. Locker security can be improved by getting a good quality lock with a thick shackle (top part) that is around 6-8mm like the example of the American brand Master lock shown at right. This stops the lockers being opened by rotating the latch when locked, which can happen with a lock that has a thin shackle.

Mother tongue

Discovery College believes that mother tongue language development is crucial to maintaining cultural identity and emotional stability. While we do not offer bilingual programmes, we do recognise that strength in mother tongue supports students in learning other languages. International schools have a special responsibility to recognise and support each and every aspect of language development.

With a significant proportion of students at Discovery College speaking a mother tongue other than Mandarin or English, we acknowledge the need to support these additional languages. Discovery College offers support for parent-led mother tongue groups where communities of speakers of the same language can gather together to foster the use of the mother tongue as a way of developing academic language proficiency as well as emotional and social proficiency. The focus is developing the listening and speaking abilities of the students to bridge the gap between 'school' language and 'home' language. Within the classroom students are encouraged to use their mother tongue as a tool for understanding and as a way of sharing their knowledge with others.

College Life

Music

Students have opportunities to participate in a range of musical activities at Discovery College Choral and instrumental ensembles rehearse and perform regularly at College assemblies and concerts. We also have excellent facilities for students to participate in student directed bands.

Instrumental music programme
There is an extensive instrumental music programme at the College. Instrument hire is also available for a range of instruments. The demand for places is high and therefore families are encouraged to enrol early. Information regarding this programme can be found on The Explorer, Ding! or alternatively by emailing Mr Matt Davis, Head of Music, at ***matt.davis@dc.edu.hk.***

Sporting opportunities

There are many opportunities for competitive and recreational sport within the College, Discovery Bay, ESF community of schools, ISSFHK (International Secondary Schools Federation of HK), HKSSF (Hong Kong Secondary Schools Federation), HKSRU Hong Kong Schools Rugby Union), HKNA (Hong Kong Netball Association) and ACAMIS (Association of China and Mongolia International Schools).

The sports offered are seasonal and change each term. Information about trials and practices are posted on Ding! as Bulletins with further information about fixtures, departure and return times to be found in ***Ding! > Cobra Sports > Individual Code/s***.

Our aim is to have competitive teams in inter-school competitions for every sport we offer. Sports for 2017-18 include:

- Badminton
- Basketball
- Cross-Country
- Equestrian (supported only)
- Football
- Golf
- Primary Aquathon
- Netball
- Rugby
- Swimming
- Touch Rugby
- Volleyball
- Ultimate Frisbee

Co-curricular activities (CCA)

Co-curricular activities enhance and build on children's experiences and learning within the school. The activities offered will link to at least one area of our vision statement - Grow. Discover. Dream. In achieving this they will support students becoming the best they can be, finding wonder in the world around us and making a difference for themselves or others by offering experiences that may not be able to occur within the taught curriculum. We encourage all students to become involved in some form of regular activity outside of school hours for their general health and wellbeing either within this programme or through outside groups or providers. Staff offer co-curricular activities, unpaid, in the areas of their passion and expertise.

Student-run CCAs will be offered alongside those led by staff. Student-run CCAs are taken by secondary students, usually targeted to primary, and must be approved by the Student Council and have a teacher mentor to provide guidance. They will be advertised and costed in the same way as those CCAs offered by staff.

All efforts are made to keep costs to an absolute minimum, however, we do ask for a small fee to cover basic costs such as (but not limited to) materials specific to the activity, consumables and equipment wear and tear. If items are needed over and above the

basic fee, this will be stipulated.

All enrolments are completed online by parents through Gateway ***dc.tg.esf.edu.hk***. Please ensure your parent login name and password are correct prior enrolment. If you sign your child up for a CCA, you are granting him/her permission to participate in the activity AND to have money deducted from his/her ePayment account, should your child be accepted. Once the amount has been deducted, there will be no refunds, so please make sure your child is interested and able to participate in the activity.

Cost - $200/activity/term (non-refundable)
Please note no make-up lessons are offered due to sickness, inclement weather, suspension of classes or school closure.

Term dates for co-curricular activities are:
Term 1: 18 September - 24 November 2017
Term 2: 15 January - 23 March 2018
Term 3: 16 April - 15 June 2018 (Monday and Tuesday CCAs until 25 & 26 June)
Please note that term dates for CCAs differ from academic term dates.

Guidelines

- co-curricular activities should cater to as many students as possible
- activities offered should link to at least one area of our vision
- most co-curricular activities will be led by a staff member, student and/or parent
- activities will be communicated to parents at least two weeks before they start
- all external providers will be pre-approved through an appropriate vetting process to ensure the safety of our children
- we expect all students to be involved in at least ONE co-curricular activity during the year
- transport arrangements to and from activities outside Discovery Bay may require parent assistance

Extra-curricular activities (ECA)

These activities are provided by external providers and by ESF sports. They include sports coaching, clubs such as chess, performing arts and a range of other activities. Please see the school website for more information or for ESL activities you can visit ***www.esf.org.hk/*** or call ***2711 1280***.

ESF's after school activities include:

- Swimming
- Basketball
- Football
- Gymnastics
- Sports camps & clinics

External provider after school activities include:

- Art
- Capoeira
- Chess Club
- Judo
- Performing Arts Workshops
- Dance
- Discovery Amateur Swimming Club

College Life

Bicycles, scooters and skateboards

Discovery College encourages cycling as a safe means to get to and from school (i.e. Siena Park) with minimal environmental impact and with the health benefits associated with physical exercise. The ultimate decision and responsibility around students cycling is entirely up to parents. Parents/caregivers of students who cycle or scooter to and from Siena Park have a significant role to play in their safety, including accepting responsibility for their behaviour and safety.

Key: — — — route to bike rack

Discovery College recommends that:

- only students in Year 4 and above cycle to and from school independently
- any cyclists in Year 1 to 3 must be accompanied by a parent/caregiver
- students wear safety-approved protective gear (including helmets) correctly
- students not carry passengers
- students not impair their hearing and/or vision whilst cycling
- students use proper hand signals when cycling on the road
- students maintain their bicycles in a safe working condition
- students should have reflective devices on their bicycles
- in bad weather, students are advised to walk their bicycles to school or leave them at home
- bicycles and scooters should be locked during the school day
- skate boards are to be kept next to guard house

Disclaimer

- the school is not responsible for any accident or injury arising from the students cycling to or from Siena Park
- the school is not responsible for damage to, or loss of, bicycles, scooters or skateboards

Notes

Notes

Give back to your school community

Join the PTA Committee
Our success is in your hands

The DCPTA works to support and enrich the school life of students, parents and teachers at Discovery College

Contact us at pta@discovery.edu.hk or tel: 3969 1069. Find us at www.discovery.edu.hk and www.facebook.com/dcpta

ESF 英基 DISCOVERY COLLEGE

Discovery College
38 Siena Avenue
Discovery Bay
Lantau Island
Hong Kong

discovery.edu.hk