



Lantau International School

Registered No: 518620

L.I.S. Terms & Conditions 2016/17

For the most updated version, please refer to our website: www.lis.edu.hk

Admission

Admission can only be confirmed by the Principal after an interview with teachers. Interviews are held according to the registration list. (February or March for Reception and Primary 1 and year round for other classes). Upon confirmation that your child has been accepted, parents must pay a Capital Contribution Fund (CCF) in advance to secure the space, signed/completed Terms & Conditions and Statement of Waiver immediately.

Grade Placement

L.I.S. seeks to make the most appropriate grade placement for each student based on his or her age, as well as academic, social and emotional development within policy guidelines. For this reason, new students may be required to complete an appropriate level assessment to determine adequate placement.

After School Clubs

L.I.S. offers Clubs after 3pm. They are not part of the curriculum and costs are not included in the tuition fee. They are not compulsory and are also open to children not attending the school. For details, consult the "after-school club calendar" that is provided for each term.

Attendance

If your child is sick or cannot attend school for medical reasons, the administration should be informed directly and immediately by phone before the registration time. A medical certificate should be given to the administration office for record whenever the pupil contracted a contagious disease. *A pupil who has been diagnosed with an infectious disease or has shown symptoms such as cough, fever or rash must not be sent to school.*

However, if your child is absent for any other reason, please refer to "Holiday".

In order for children to gain a better education, an impeccable attendance is paramount for this to occur on a daily basis as this is often overlooked during the annual calendar. If the attendance rate during each school term is below 90%, therefore the student may not be entitled to a mid term or end of term report.

Behaviour

We at L.I.S. believe in positive reinforcement and good deportment of a student is always the most valuable representative issue for a school. Unacceptable behaviour will not be tolerated at L.I.S. at any time.

Examples of unacceptable behaviour could be:

- Distracting others in class
- Challenging the teacher's authority
- Speaking with inappropriate language such as (swear words)
- Stealing or damaging school or others' properties
- Hurting others physically or emotionally
- Inappropriate or dangerous behavior on the school bus
- Bullying directly or indirectly in person or using technological means such as the Internet or SMS

Disciplinary measures vary depending on the seriousness of a particular case. A warning or a detention will be given out after a fair and circumspect judgment by the teacher(s). Continuous bad behaviour will be reported to the School Principal.



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Calendar

The school calendar is available on the school website at www.lis.edu.hk.

Communication with the School

All financial matters should be referred to the Supervisor. The email is: supervisor@lis.edu.hk. For current administrative issues, please contact the administration at 2980 3676 or by email (lisadmin@lis.edu.hk).

All educational matters regarding your child should be referred directly to the teacher of your child. The only official way to communicate with teachers is by writing in the students' yellow correspondence book. Teachers may also be reached by their email address, but if no reply has been received, the yellow handbook must be used. Electronic messaging such as SMS or Whatsapp is not a recognized method of communication and is strongly discouraged.

For further details see the contact list. Nevertheless parents may contact the Principal at any time at principal@lis.edu.hk.

Fees

Fees may be subject to change as and when approved by The Education Bureau.

For the school year of 2016/17:

Application Fee (non refundable)*	HK\$1,080 for fresh application.
Tuition Fee for Reception - P6 Class	HK\$76,000 by 10 instalments. (HK\$7,600 per month).

**Children with siblings already in the school pay the application fee of \$1,080 and they have priority on the registration list. Children without siblings at the school pay the application fee of \$1,080 to go on the registration list on a first-come first-served basis.*

The forward registration list (registration can be done five years in advance) is updated once a year. A reconfirmed email is needed for renewing the forward registration and to remain on the said list each year. Failure to send us the reconfirmation email will result in removal from the list. Any reinstatement would be considered as a fresh application and will position the applicant at the end of the waiting list.

A CCF (Capital Contribution Fund) is the amount of HK\$22,800 (HK\$7600 x 3 month's tuition fee) is refundable in three installments: one third in May, one third in June and one third in July 2017, provided all tuition fees have been settled on time. Parents whose children will be staying on at school for the next academic year (2017/2018) will have the third installment carried over towards the September 2017 school fees. After you have paid the CCF for 2016/2017, if your child leaves the school before the term starts in September, or anytime before the end of the school year, the CCF will be forfeited.

No refund or deductions will be made for any absence from the school. In particular, no refund or deductions of fees will be made if the school, by order of the Health Department or any government decision, is required to suspend its classes. Notwithstanding such an order to suspend classes, the teachers would always remain available and communication via the Internet would be arranged for as long as the suspension of class is in force.

The monthly school fee must be paid on or before 7th of each month. All parents are required to arrange a Direct Debit Authorisation. A 5% surcharge will be invoiced if any monthly tuition fees are received after 7th of the same month and a 10% penalty will be applied if the fee is outstanding after 16th of the same month. Furthermore, the Supervisor may refuse access to the school to any student whose fees have been outstanding for more than a month. Finally the CCF is forfeited in case of late payments of the fees.



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Holidays

Should any student take holidays outside the official school holidays, parents should inform L.I.S. officially by letter or via email (lisadmin@lis.edu.hk) well ahead of their departure. However, it is **strongly advised** that parents respect the school calendar and **do not** take their children on holidays outside the official school holidays.

In any case, monthly school fees remain always due in full during the school year regardless of the number of days a student has attended the class, whatever the reasons for his/her absence.

Please further note that should your child's overall attendance be below **90%** due to holidays absence, he/she **may not** be promoted to the next class in the following academic year or have a report card issued at the end of the term.

Homework Policy

Our school is unique in providing high standards of education where the teacher-to-student ratio is conducive to an effective learning environment. As a result, the amount of one-to-one attention our students get from their teachers is maximised. In turn, this environment supports learning and enables teachers to construct students' understanding of the curriculum as efficiently as possible. However, there are sometimes concepts that need to be extended by means of homework and projects outside of class time. Although this is generally more frequent in higher grades, teachers in lower grades may also assign homework and simple projects as well. This may vary from class to class or even child to child to support, reinforce or extend learning. Thus, teachers will decide when and if homework is appropriate.

Our students are requested to **read daily**, which should take no more than 20-30 minutes to complete, depending on the class level. This is the key homework assignment, as educational research shows that there is a positive correlation between the ability to read and doing well academically.

Illness/Accident at School

In the event of sudden illness, or an accident at school requiring medical attention, the sick student may be taken to the nearest local Hospital and that the parents will be called upon to collect their child accordingly. For minor bruises and scratches, the school has a rest room and the teachers are trained in first aid.

Insurance

All students attending L.I.S. are covered by the Third Public Liability policy of the school. The maximum coverage of accidental injury is to any person up to **HK\$10,000,000**. Notwithstanding, the parents are required to have proper medical, accidental and third party liability insurance for their child.

Methods of Payment

Payment for the school fees must be made by Direct Debit Authorisation (DDA) order or autopay. The DDA must be arranged before the start of the school year with confirmation sent to the office no later than 31 August 2016.

For students joining L.I.S. later during the school year, parents must set up the DDA within one month from the starting date of their child's schooling. Payment for the after school clubs and outdoor activities should be made by cheque. Cheques should be made payable to: **L.I.S.**

Direct transfer should be to:

Beneficiary: **L.I.S.**

Account no: **514-40-4032991**

Bank code & name: **015 The Bank of East Asia, Limited**

Bank address: **Main Branch - 10 Des Voeux Road Central, Hong Kong**

Swift code: **BEASHKHH**

Cheques should be sent to: **L.I.S. - 15/F, Supreme Commercial Building, 368 King's Road, North Point, HK** or alternatively to the school.

** Please do not send any payments via your child to the school, as we will not take any responsibility for missing cheques/money.*



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Notice of Withdrawal

The notice period of withdrawal is two-month (60 days) and the tuition fee is payable during this withdrawal period. The notice must be given in writing to the administration (and not the teacher) on or before the third working day of the month. Failure to submit the withdrawal notice within the first three working days will result in notice taking place on the first day of the following month. The notice takes effect the day it is received and confirmation to the parents has been given by the same method as used by the parents withdrawing the child. Verbal notice (i.e. over the telephone or in person) is of no effect. In case of unforeseen withdrawal, while the parents must contact the administration at the earliest, the full fee remains due.

Parents must let the school know no later than the end of April whether their child will remain at the school the following year. Failure to inform the school would automatically trigger the vacancy of the space allocated to the child the following year at the upper level.

Remission of Tuition Fees

L.I.S. has implemented an ex-gratia scheme of remission of fees for siblings at the school. The remission might be granted on a case-by-case basis and is at the discretion of the Supervisor in view of the financial circumstances of the family. The decision will remain confidential. If you have more than one child at the school, please retrieve from the administration the relevant form to apply for such a remission for your second and third child at the school. For parents who do not receive educational subsidies from their employers, LIS may offer remissions for the second or third sibling. Please contact the administration for more information.

School Bus

An independent bus company provides the school bus service. School bus registration should be made via the school administration office at the time of the enrolment. Parents must pay the school bus company directly. The bus company has the right to refuse students that have not paid the school bus fare. Once registered a bus stop cannot be changed unless students are attending after school activities organized by L.I.S. or a permanent change of living address.

For details, please refer to the "School Bus Services Terms and Conditions and Sign-Up Form".

School Lunches

The children are required to bring their own lunches and snacks to school. These should include a balanced diet with plenty fruits and vegetables. Fast food, such as MacDonald's or KFC, is not permitted on school premises. Foods containing high levels of sugar or chocolate may be allowed on special occasions, such as birthdays, but they always require teachers' permission. Each student should also have a water bottle in his/her bag.

School Uniforms

School uniforms are compulsory for students to wear. There are winter, summer and P.E. uniforms. All uniforms are available to purchase directly from Aston Wilson Ltd, the school uniform company. Students without school uniform and notice by parents/guardians may be brought to the administration office and not accepted in the classroom.

The uniform company is located at
2/F,
Will Strong Development Building,
59 Parkes Street,
Kowloon.
(MTR: Jordan Station Exit C2).



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Appearance

All students are requested to wear the school uniform and be presentable at all times. In addition, children must maintain their personal hygiene at all times. Girls with long hair must have their hair neatly tied and clipped. Boys must also keep their hair tidy and short with hair not exceeding the length half way down their foreheads. No highlights or hair dye is permitted in children's hair and no makeup (e.g. nail polish, blush or lipstick) is allowed at any time. Bracelets, earrings (no looped earrings are permitted) or other such items may be considered, but require teachers' permission.

Sickness

Please do not send your child to school when he/she is feeling unwell but inform the administration office immediately. Never send a child who has been diagnosed with an infectious disease. A child will be sent home immediately if she/he is sick, has a high fever or is coughing.

Timetable

Reception class starts at 9.15am to 2.15pm and P1 - P6 classes run from 9.00am to 2.50pm Monday through Friday. Students may arrive up to 15 minutes before the school begins. However, the school will not take any kind of responsibility if a student is in any part of the school areas earlier than this. Reception students should leave the school by 2.30pm and P1 - P6 students should leave the school by 3.00pm except for those who attend for particular after school activities. Parents who cannot come on time to pick their child up should inform to the administration office before 12.00pm.

L.I.S. Terms & Conditions 2016/17

I have read, understood and agreed to abide by the terms and conditions of the Lantau International School for the school year of 2016/17.

Name of Student: _____

Class: _____ (2016/17)

Signature of Parent/Guardian: _____

Name of Parent written in full: _____

Date: _____

*Notes:

- (i) Complete the form with a ballpoint pen in **blue/black** ink.
- (ii) Original documents will only be accepted, **no photocopies or scans**.
- (iii) Any **incomplete forms will delay** your child's application.
- (iv) Return **this page** only.