



Lantau International School

Registered No: 518620

L.I.S. Terms & Conditions 2019-20

For the most updated version, please refer to our Terms and Conditions on our website:

<https://www.lis.edu.hk>

Admission

Admission can only be confirmed by the Principal after an interview with an L.I.S. teacher. Interviews are held according to the waiting list. Interviews are held:

- In February and March for Reception and Primary 1
- Year-round for the other classes

Upon confirmation that their child has been accepted, parents/guardians must pay a Capital Contribution Fund (CCF) in advance to secure the space. Parents/guardians must also return a signed and completed Terms & Conditions form as well as a Statement of Waiver.

Administration Office

Please consult the Staff Chart for the correct administration office contact depending on which year your child is in: <https://www.lis.edu.hk/staff-chart/>

After School Clubs

L.I.S. offers a range of clubs after 3pm. They are not part of the curriculum and costs are not included in the tuition fees. They are not compulsory and are also open to children who do not attend the school. For details, please consult the "After School Club Calendar" that is provided for each term.

Appearance

All students are required 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 tied. Boys must have also keep their hair tidy and short with hair not exceeding the length halfway down their foreheads. No highlights or hair colouring is permitted and makeup is not allowed (e.g. nail polish, blush or lipstick) at any time. Bracelets, earrings (no looped earrings are permitted) or other similar items may be considered, but require the class teacher's permission.

Attendance

Parents/guardians should notify the administration office directly and immediately by phone before registration time if their child is sick or cannot attend school for medical reasons.

A medical certificate should be provided to the administration office for the record if a child contracts a contagious disease.

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Reception Class: 22 Upper Cheung Sha Village, Lantau Island, N.T. Hong Kong.

Lower Primary: 113 Tong Fuk Village, Lantau Island, N.T. Hong Kong.

Upper Primary: 17-19 Lo Wai Tsuen, Pui O, Lantau Island, N.T. Hong Kong.

website: www.lis.edu.hk **e-mail:** lisadmin@lis.edu.hk

Tel: 2984 0069 **Fax:** 2984 0301

Tel: 2980 3676 **Fax:** 2980 3555

Tel: 2984 0302 **Fax:** 2984 0301



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A pupil who has been diagnosed with an infectious disease or has shown symptoms such as a cough, fever or rash must not be sent to school. If a child is found to display any such symptoms while at school, the administration office may request that the child be collected immediately. For this reason, parents/guardians are requested to ensure they, or the person on the emergency contact list, can be reached at all times.

If a child is absent for any other reason, please refer to the section on Holidays below.

In order for children to gain a good education, daily attendance is paramount. If the attendance rate during each school term is below 80%, the student may not be entitled to a mid-term or end-of-term report, and may not be entitled to progress to the next class.

Behaviour

At L.I.S., we believe in positive reinforcement and view the good social development of our students as an important element of growing up. This requires that all students learn to respect those around them.

Unacceptable behaviour will not be tolerated at any time. Examples of unacceptable behaviour include:

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

Issues are treated on a case-by-case basis and disciplinary measures vary according to each particular case. A warning or a detention may be given out after a fair and circumspect judgment by the teacher(s). Continuous bad behaviour will be reported to the School Principal. Children may be temporarily expelled for a day, and if the behaviour continues, they may be permanently expelled.

Calendar

The school calendar is available on the school website at: <https://www.lis.edu.hk/school-calendar-events/>

Communication with the School

For administrative matters, please contact the administration at 2980 3676 (Tong Fuk) or 2984 0302 (Pui O) or by email (lisadmin@lis.edu.hk).



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All educational matters regarding students should be referred directly to their teacher in the first instance. The only official way to communicate with teachers is by writing in the students' yellow correspondence book and/or by e-mail. Electronic messaging such as SMS or Whatsapp is not a recognized method of communication.

Parents/guardians may also contact the Principal at any time (principal@lis.edu.hk).

For full contact details please see the staff chart: <https://www.lis.edu.hk/staff-chart/>

All requests for remittances on fees should be made to the Supervisor (supervisor@lis.edu.hk).

Fees

Application Fee (non-refundable)** HK\$1,300

Fees for the school year 2019-20* (inclusive of all stationery and textbooks):

Tuition Fee for Reception – **HK\$83,500/year** (full day)

P1 to P6 Class - **HK\$83,500/year** (full day)

** Fees may be subject to change as and when approved by the Education Bureau. The board of L.I.S. approved a motion to increase the fees in 2019-20 and this was accepted by the Education Bureau, therefore the school fees were adjusted from September 2019. School fees are paid in ten instalments from September to June (see under).*

*** All applications are subject to a non-refundable application fee of HK\$1,300. Following payment of the fee, children without siblings at L.I.S. will be placed on the registration list on a first-come, first-served basis, whereas children with siblings who are already in L.I.S. are given priority on the registration list.*

Registration can be done five years in advance. The waiting list is updated once a year. You must send L.I.S. a reconfirmation e-mail every year in order to renew a forward registration. Failure to send this by e-mail may result in removal of the applicant from the registration list, following which a second application will be necessary to reinstate a position in the waiting list. This will be counted as a fresh application, liable to the application fee of HK\$1,080, and will result in the applicant losing their position in the registration list.

Children who have paid the application fee and provided necessary documentation will then be invited by L.I.S. to attend an interview with an L.I.S. teacher.

Following the interview and upon confirmation that their child has been accepted in L.I.S., parents/guardians must pay a Capital Contribution Fund (CCF) to secure the space, and return a signed and completed Terms & Conditions Form as well as a Statement of Waiver.



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The CCF is equal to HK\$ 25,050, or the equivalent of three months' tuition fees (HK\$8,350 x 3).

The CCF is refundable in three instalments provided that all tuition fees have been settled on time: one third in May 2020, one third in June 2020 and one third in July 2020.

Parents/guardians whose children will be staying on at school for the next academic year (2020-21) will have the third instalment carried over towards the September 2020 school fees.

After you have paid the CCF for 2019-20, if your child leaves the school before the term starts in September 2019, or any time before the end of the school year in June 2020, the CCF will be forfeited.

The CCF is forfeited where any outstanding fees are due.

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 online communication would be arranged for as long as the suspension of class is in force.

School fees must be paid monthly on or before the 7th of each month. All parents/guardians are required to arrange a Direct Debit Authorisation. A 5% surcharge will be invoiced if any monthly tuition fees are received after the 7th of the month, while a 10% surcharge will be applied if the fees are outstanding after the 16th of the same month.

Furthermore, we may refuse access to the school to any student whose fees have been outstanding for more than a month.

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. For this reason, new students may be required to complete an appropriate level-assessment to determine adequate placement.

Holidays

Should parents/guardians intend to take a holiday with their child outside the official school holidays, they should inform L.I.S. officially by letter or via e-mail (principal@lis.edu.hk) well ahead of their prospective departure date. It is strongly advised that parents respect the school calendar and do not take their children on holidays outside the official school holidays.



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Monthly school fees always continue to be due in full during the school year regardless of the number of days a student attends classes, whatever the reason(s) for their absence.

If the attendance rate during each school term is below 80%, the student may not be entitled to a mid-term or end-of-term report, and may not be promoted to the next class.

Homework Policy

Teachers decide if and when homework is appropriate. As a general rule it is assigned once a week across all grades.

Our school is unique in providing high standards of education where the teacher-to-student ratio is conducive to creating a highly 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 teach 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.

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 the parents/guardians will be called upon to collect their child accordingly. For minor bruises and scratches, the school has a rest room and all teachers have received First Aid training.

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, parents/guardians are required to have proper medical, accidental and third-party liability insurance for their child.

Medical conditions

Parents/guardians are required to notify the administration office immediately if their child is diagnosed with a physical or mental condition. They are also required to provide the details of any medical treatment being undertaken.



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Methods of Payment

Payment for the school fees must be made by Direct Debit Authorisation (DDA) order or by autopay. The DDA must be arranged before the start of the school year with confirmation sent to the office no later than 31st August 2019.

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

Direct transfers 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, Hong Kong, or alternatively to the school at: 113 Tong Fuk Village, Lantau Island, N.T, Hong Kong.

Payments should not be sent via children to the school, as L.I.S. will not take any responsibility for missing cheques/money.

Notice of Withdrawal

The notice period of withdrawal is two months. The tuition fee is payable during the withdrawal period, even in the case of unforeseen withdrawal.

Notice must be given in writing to the administration office (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 of the month will result in notice being accepted on the first day of the following month. The notice takes effect the day it is received and confirmation to the parents/guardians has been given by the same method as used by the parents/guardians withdrawing the child. Verbal notice (i.e. over the telephone or in person) is not a valid means of notification.

Parents/guardians must let the administration office know no later than the end of April whether their child will remain at the school the following year. Failure to inform the school may lead to the space previously allocated to the child for the following year to be made vacant.



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Photos

We may from time to time take photos of the children at L.I.S. These may be used on the website, class pages, Facebook page, and for marketing purposes. Please tick the opt-out box below if you do *not* wish for photos to be taken of your child.

Progress to the next class

Progress to the next class is not automatic at L.I.S. Students only progress if they have the requisite academic level to do so. If they do not, the parents/guardians will be encouraged to do additional work over the summer holiday with their child and may be required to re-enrol them in the same year again.

Remission of Tuition Fees

L.I.S. operates an ex gratia scheme of remission of fees for siblings at the school. Remissions are granted on a case by case basis at the discretion of the Supervisor in view of the family's financial circumstances. Only families who do not receive educational subsidies from their employers are eligible. The decision will remain confidential. A parent with more than one child at the school may request from the administration the relevant form to apply for such a remission for their subsequent children at the school. Please contact the administration for more information.

All requests for remittances on fees should be made to the Supervisor (supervisor@lis.edu.hk).

School Bus

An independent bus company provides the school bus service. School bus registration should be made via the school administration at the time of enrolment. Parents/guardians 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 there is a permanent change of living address.

More details can be found at: <https://www.lis.edu.hk/school-bus/>

School Lunches

Students are required to bring their own lunches and snacks to school. These should include a balanced diet with sufficient 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.



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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 where this not been notified to the administration in advance may not be 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).

Purchase online: <https://www.lis.awlonline.com.hk>

Sickness

Children should not be sent to school when they are feeling unwell. The administration office should be informed as soon as possible. Children who have been diagnosed with an infectious disease should not be sent to school. A child will be sent home if they are sick, have a high fever or are coughing. Therefore, parents/guardians are requested to ensure they, or the person on the emergency contact list, can be reached at all times.

Stationery and textbooks

At L.I.S., all stationery and textbooks are provided free of charge by the school for the students. This includes workbooks for the students to write in as well as textbooks and books.

Timetable

Reception class runs from 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 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 after school activities. Parents/guardians who cannot come on time to pick their child up should inform to the administration office before 12.00pm and make alternative arrangements to collect their children.



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I have read, understood and agreed to abide by the terms and conditions of the Lantau International School for the school year of **2019/20**.

I do not wish to give my consent for photos of my child to be taken at L.I.S.

Name of Student: _____

Class: _____

Signature of Parent/Guardian: _____

Name of Parent/Guardian 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.