



# Lantau International School

Registered No: 518620

## L.I.S. Terms & Conditions 2020-21

For the most updated version, please refer to the Terms & Conditions on the L.I.S. website at: <https://www.lis.edu.hk>

### Admission

L.I.S. believes that children should be in the class level that is right for their needs, not necessarily the one dictated by their age. This applies both when joining the school and during the school year. Upon joining the school, we seek to make the most appropriate grade placement for each student based on their age, as well as their academic, social and emotional development. For this reason, new students are required to complete an appropriate level-assessment to determine their adequate placement.

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 in:

- February and March for Reception Class and Primary 1
- Year-round for Primary 2 to Primary 6

Upon confirmation that their child has been accepted, parents/guardians must pay a Capital Contribution Fund (CCF) (see below) 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

We have four administrative members of staff which serve the three campuses at L.I.S. Please consult the Staff Chart for the correct contact based on the year your child is in: <https://www.lis.edu.hk/staff-chart/>

### After-school Clubs

L.I.S. offers a range of clubs after the school day (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 contact the administration office or the Principal. Contact details are available at: <https://www.lis.edu.hk/staff-chart/>

### Appearance

All students are required to wear the school uniform and be presentable at all times. In addition, they must maintain their personal hygiene at all times.

Students with long hair must have it tied back. Fringes should not exceed the length halfway down 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



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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.

*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 promoted to the next class at the end of the school year.

## 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 by using technological means including social media

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.



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## Capital Contribution Fund

For all information on the Capital Contribution Fund (CCF), please visit the Fees section of the L.I.S. website: <https://www.lis.edu.hk>

## 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](mailto:lisadmin@lis.edu.hk)).

All educational matters regarding students should be referred directly to their teacher in the first instance. Teachers are available for one-to-one meetings to discuss these. For full contact details please see the staff chart: <https://www.lis.edu.hk/staff-chart/>

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 ([principal@lis.edu.hk](mailto:principal@lis.edu.hk)), General Manager ([manager@lis.edu.hk](mailto:manager@lis.edu.hk)) or School Supervisor ([supervisor@lis.edu.hk](mailto:supervisor@lis.edu.hk)). The Supervisor has ultimate responsibility over all matters at L.I.S.

There is no Parent Teacher Association at L.I.S. Any request for a group meeting is entirely at the discretion of the school and such a request must be made to the class teacher (where relevant) and/or the Principal.

Any petition to L.I.S. can only be signed and submitted by parents whose children are currently enrolled at the school and all signatories must provide their full name and a wet signature (pen on paper).

## Fees

### Fees for the school year 2020-21:

Tuition Fee for Reception – HK\$6,800/month (full day)  
P1 to P6 Class - HK\$8,880/month (full day)

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.



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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. For 2020-21, the CCF for Reception Class is equal to HK\$6800 x 3 = HK\$20,400. The CCF for all other classes is HK\$8,880 x 3 = HK\$26,640.

The CCF is refundable within twelve months of leaving L.I.S. in three instalments provided that all tuition fees have been settled on time: one third in May, one third in June and one third in July.

Parents/guardians whose children who are staying on for the next academic year will have the third instalment carried over towards the September school fees.

After you have paid the CCF for a given year, if your child leaves the school any time before the term starts in September, the CCF will be forfeited.

The CCF is forfeited where any outstanding fees are due.

School must be paid monthly on or before the 7<sup>th</sup> of each month for the ten months of the school term (September to June). All parents are required to arrange a Direct Debit Authorisation. A 5% surcharge will be invoiced if any monthly tuition fees are received after the 7<sup>th</sup> of the month, while a 10% surcharge will be applied if the fees are outstanding after the 16<sup>th</sup> of the same month.

Access to the school may be refused to any student whose fees have been outstanding for more than a month.

For further information on fees, please visit the Fees section at: <https://www.lis.edu.hk>

## 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](mailto: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.

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.

## Homework

When homework is given, it is compulsory. If the student fails to complete it within the requested time, they may not be entitled to a mid-term or end-of-term report, and may not be promoted to the next class at the end of the school year.



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## Illness/Accident at School

All teachers receive regular First Aid training. In the event of sudden illness, or an accident at school requiring medical attention, the 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 will be attended to by a teacher.

## 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 responsible for having proper medical, accidental and third-party liability insurance for their child.

## Medical conditions

Parents/guardians are required to fill in a Consultation Form when their child joins the school and to provide the details of any medical treatment being undertaken. They must also notify the administration office immediately if their child is diagnosed with a physical or mental condition, or starts medication after having joined the school.

## 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 one week before the start of the school year.

For students joining L.I.S. during the school year, parents/guardians must set up the DDA within fifteen days 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 notice of withdrawal must begin 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. For instance, notification on 1 February will lead to fees being payable in February and March, whereas notification on 4 February will lead to fees being payable in February, March and April.

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). The notice takes effect the day it is received in writing and confirmation to the parents/guardians has been given in writing. 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.

## Photos

We may from time to time take photos of the children at L.I.S. These may be used on the L.I.S. website, L.I.S. 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.

## Refunds

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 other government decision, is required to suspend classes. Notwithstanding such an order to suspend classes, the teachers will always remain available and online communication will be arranged for as long as classes are suspended.



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## 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 the class teacher's permission beforehand. 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 where this not been notified to the administration in advance may not be 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)

To purchase uniforms online, please visit the company's website directly:  
<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.



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## Stationery and textbooks

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

## Reductions or remissions of fees

L.I.S. may provide financial assistance on a case-by-case basis for parents who are undergoing hardship. All requests for reductions or remissions of fees should be made to the Supervisor ([supervisor@lis.edu.hk](mailto:supervisor@lis.edu.hk)).

If parents/guardians already have one child enrolled at the school, they may apply to the administration office for a reduction of fees for additional children enrolled at the school. This reduction is at the discretion of the Supervisor. Indicatively, a 5% reduction in fees may be sought for the second child, and a 10% reduction in fees for third and additional children.

## Timetable

Reception Class runs from 9.00am to 2.15pm and P1 - P6 classes run from 9.00am to 2.55pm 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 Class 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 clubs. The parents/guardians of students who will exceptionally have no option but to stay later than this on a given day must inform to the administration office before 12.00pm on the day and make alternative arrangements to collect their children.





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## L.I.S. Terms & Conditions 2020/21

By signing this form, I confirm that I have read, understood and agreed to abide by the terms and conditions of the Lantau International School for the school year **2020/21**.

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.