



# Lantau International School

Registered No: 518620

## L.I.S. Terms & Conditions Version 7

These Terms and Conditions Version 7 supersede all previous Versions.

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, usually in:

- February and March for Pre-Reception Class, 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) no later than three weeks before the start of the school year to secure their child's space. Parents/guardians must also return a signed and completed Terms & Conditions form as well as a Statement of Waiver.

### Administration Office

We have administrative members of staff who serve the three campuses at L.I.S. Please consult the Staff Chart for the correct contact based on the class 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.



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Students with long hair must have it tied back. Fringes should not exceed the length halfway down foreheads. No highlights or hair colouring are 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.

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 or public bus
- Bullying directly or indirectly, in person or by using technological means including social media.



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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 suspended for a day, and if the behaviour continues, they may be permanently expelled.

## Capital Contribution Fund

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

The CCF is not a debenture. It is in one child's name and not transferrable to another child.

## 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 ([admin@lis.edu.hk](mailto:admin@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 recognised 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 petitions 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).



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## Fees Policy and Payment Schedule

The fees policy is available at: <https://www.lis.edu.hk/about-us/fees/>

Tuition fees must be paid monthly on or before the 7<sup>th</sup> of each 'chargeable month' namely the ten chargeable months of the school term from September to June. A 5% surcharge will be invoiced if any monthly tuition fees (for chargeable months) 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 chargeable month.

L.I.S. may refuse access to the school to any student whose fees are still outstanding on the 16<sup>th</sup> of a given chargeable month for that month (the 'monthly fee'). For example, if a student's monthly fee has not been paid to L.I.S. on or before 15<sup>th</sup> February, the school reserves the right to refuse access to the student from 16<sup>th</sup> February onwards.

The school may also decide that the CCF is forfeited if the monthly fee remains outstanding from the 16<sup>th</sup> of a given chargeable month.

## 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 to the teacher or Principal ([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 out of school 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.

## 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 campuses have a rest room and will be attended to by admin staff or a teacher.



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## Insurance

All students attending L.I.S. are covered by the Third Public Liability policy of the school. The maximum coverage of accidental injury to any person is 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.

## Payments to the School

Payment should never be sent via children to the school, as L.I.S will not take for any responsibility for missing cheques. All payments must be by cheque or by transfer to L.I.S bank account and cash is not acceptable.

Details on the fees are available at: <https://www.lis.edu.hk/about-us/fees/>

## Notice of Withdrawal

The notice period of withdrawal is two months. Notice of withdrawal must be served not later than the third working day of the month in writing to the administration ([admin@lis.edu.hk](mailto:admin@lis.edu.hk)) and is only considered accepted after written confirmation by the administration office acknowledging the notice. Failure to notify by this date will result in the notice being given on the first day of the following month. For instance, notification received later than 3<sup>rd</sup> February, if this is a Wednesday, would mean that the fees of February and March are due in full, whereas notification received on 4<sup>th</sup> February or later would mean that the fees of February, March and April are due in full.

The tuition fee remains 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). 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 L.I.S. website, L.I.S. Facebook page, and for marketing purposes. Please let the school know in writing if you do *not* wish for photos to be taken of your child and used in this way.

## 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-enroll them in the same year after summer if they still do not have the requisite level.

## Reductions or remissions of fees

L.I.S. may exceptionally provide financial assistance on a discretionary, case-by-case basis for parents who are undergoing hardship. Requests for reductions or remissions of fees should be made to the school Principal ([principal@lis.edu.hk](mailto:principal@lis.edu.hk)) with the decision resting with the Supervisor ([supervisor@lis.edu.hk](mailto:supervisor@lis.edu.hk)).

## 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 remain available during school time and online communication will be arranged for as long as classes are suspended.

## 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 always require the class teacher's permission beforehand. Each student should also have a water bottle in his/her bag.

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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](http://www.lis.edu.hk) **e-mail:** [admin@lis.edu.hk](mailto:admin@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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Due to potential allergies amongst the students, at L.I.S. we have a strict “no nuts” policy for food at school. We cannot allow children to bring any nut-based products into school in their packed lunches.

## School Uniforms

School uniforms are compulsory.

To purchase uniforms online, please visit: <https://www.lis.awlonline.com.hk>

There are winter, summer and P.E. uniforms. All uniforms are available to purchase directly from 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.

## Sickness

Children should not be sent to school when they are feeling unwell. The administration office should be informed as soon as possible if this is the case. 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., 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.

## Timetable

For Reception Class, the school day is from 9 am to 2:50 pm, Monday through Friday. Pre-Reception Class runs full-day or morning-only, 3, 4 or 5 days a week. 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. Students should leave the school by 3.00pm if on a full day, except for those who attend after-school clubs, or 12:30 if on a half-day at Pre-Reception level. 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 child.

## Registration

Registration can be done five years in advance. Any waiting lists are 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



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registration or waiting 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, and will result in the child losing their position in the registration list.

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

## Payment Method

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 administration office ([lis@admin.edu.hk](mailto:lis@admin.edu.hk)) 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.

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, New Territories, Hong Kong.

Direct bank transfers should be made to the following account:

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

Cash is not accepted. Payments should never be sent via children to the school, as L.I.S. will not take any responsibility for missing cheques/money.

## Capital Contribution Fund

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) equivalent to three times the monthly tuition fee to secure the space, and return a paraphed and signed complete Terms & Conditions Form as well as a signed Statement of Waiver.

The CCF is refundable in three instalments provided that all tuition fees have been settled on time during the school year: one third in May, one third in June and one third in July of the academic year. Parents/guardians whose children are staying on for the next academic year will have the third instalment carried over towards the September school fees.



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**After you have paid the CCF, if your child leaves the school any time before the first term starts, or any time before the end of the school year, the CCF will be forfeited. The CCF is also forfeited where any outstanding fees are due.**

**The CCF cannot be used to cover fees in-year, or the notice period if you decide to remove your child from the school before the end of the school year.**

The CCF is not a debenture. It is in one child's name and is not transferable to another student.

## Refunds and deductions

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 its classes. Notwithstanding such an order to suspend classes, the teachers would always remain available during school time and online communication would be arranged for as long as the suspension of class is in force.

## **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.