



WYCOMBE ABBEY SCHOOL
HONG KONG

Parent Handbook



2024 - 2025

Welcome

Dear Parents,

This guide is designed to help you support your child's day-to-day life at Wycombe Abbey School Hong Kong. If any information is updated throughout the year, we will provide you with a revised version.

We are excited to embark on this school year together with you and your children. We look forward to a productive and fulfilling year ahead.

Best Wishes,
Rob Fox



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Communication and Contact Details

Contacting Teachers

Your child's class teacher should be your first port of call for all academic and pastoral matters. Specialist teachers can be contacted regarding academic matters in relation to their subject.

Teacher Contact Details

| Class/Subject | Teacher | TA | Teacher's Email Address |
|---------------------------------------|-----------------------|-----------------------------|-------------------------------|
| 1J | Jordan Bartlett | Jesna Shajas | jordan.bartlett@was.edu.hk |
| 1B | Jeanie Barclay | Angela Tang | jeannie.barclay@was.edu.hk |
| 2T | Veronica Tan | Shania Dineley | veronica.tan@was.edu.hk |
| 2N | Frances Gray | | frances.gray@was.edu.hk |
| 3S | Paloma Shah | Clarice Nachornik | paloma.shah@was.edu.hk |
| 3S | Lynn Mitchell (Cover) | Clarice Nachornik | lynn.mitchell@was.edu.hk |
| 3W | Claudia Wong | Rebecca McGillivray | claudia.wong@was.edu.hk |
| 4R | Julie Richardson | Gurbir Kaur | julie.richardson@was.edu.hk |
| 4M | Heather McAfee | Nirupa Sokhika | heather.mcafee@was.edu.hk |
| 5V | Katelin van Strijp | Cheska Reynon Melanie Li | katelin.vanstrijp@was.edu.hk |
| 5B | Hannan Buran | | hannan.buran@was.edu.hk |
| 5K | Michelle Kwok | | michelle.kwok@was.edu.hk |
| 6M | Ben Mitchell | Alyssa Stufflebeam | ben.mitchell@was.edu.hk |
| 6H | Matthew Haslam | Blaise Buendia | matthew.haslam@was.edu.hk |
| 7B | Suzanne Butler | Betsy Bai | suzanne.butler@was.edu.hk |
| 7S | Aleksandra Softley | | aleksandra.softley@was.edu.hk |
| 8P | Andrew Parr | China Dunning | andrew.parr@was.edu.hk |
| 8R | Nicola Rae | | nicola.rae@was.edu.hk |
| KS3 IE | Elizabeth Go | Jason Xu | elizabeth.go@was.edu.hk |
| KS2 IE | Ida Elias | | ida.elias@was.edu.hk |
| KS3 Science | Shalini Sood | | shalini.sood@was.edu.hk |
| PE/Sport | Ben Rowe | | ben.rowe@was.edu.hk |
| Drama | Nicola Rae | | nicola.rae@was.edu.hk |
| Music | Aleksandra Softly | | aleksandra.softley@was.edu.hk |
| Art | Evelyn Chin | | evelyn.chin@was.edu.hk |
| iSTEAM | Shahzada Janjua | | shahzada.janjua@was.edu.hk |
| SEN | Alison Treasure | | alison.treasure@was.edu.hk |
| DSL | Julie Richardson | | julie.richardson@was.edu.hk |
| Chinese | Zoe Yang | Ms Chelsea Wang | zoe.yang@was.edu.hk |
| | Cassie Wu | Ms Fiona Li | cassie.wu@was.edu.hk |
| | Tiffany Guo | | tiffany.guo@was.edu.hk |
| | Jocelyn Dong | | jocelyn.dong@was.edu.hk |
| Library | Reena Gupta | | reena.gupta@was.edu.hk |
| SMT Deputy Head Head of Chinese | Feifei Yang | | feifei.yang@was.edu.hk |

Contacting General Office

Please contact the general office for all administrative matters, including school buses, pick-up arrangements, lunch arrangements, absence, and illness.

General Office Contact Details

 2129 7100

 office@was.edu.hk

Procedures for Change of Parent or Guardian Contact Details

Please keep your contact details up to date on our school database. Should you need to change your contact details, including email address, phone number or home address, please email the general office.

General Office Contact Details

☎ 2129 7100

✉ office@was.edu.hk



School-Parent Communication

Parent Portal

WASHK's Parent Portal serves as a communication platform between the school, teachers, and parents. The portal provides regular updates from the school and access to important information such as school reports, photos, and lunch ordering.



It is crucial that all families sign up for the Parent Portal. An email with instructions on how to register will be sent to parents on the business day before your child starts at school. Please be sure to check your spam folder, as the email can occasionally get filtered there.

If you have any questions or have not received the registration email, please contact our IT Department at washk.isams@was.edu.hk.

Weekly Newsletter

The weekly school newsletter is our primary means of communicating important information to the entire school community regularly.

The newsletter is sent to parents every Friday during the school term. It contains essential updates, announcements, and details about ongoing events and activities. We strongly encourage all parents to read the newsletter thoroughly to stay informed about the latest happenings at the school.

The newsletter is shared with parents in two ways:

- It is posted as a news item on the school's Parent Portal.
- It is also distributed via WhatsApp on the class-specific parent group chats.



Communication Assistance in English or Chinese

All letters, newsletters, and other written information to parents will be sent by the school in English. Should any parent require assistance with understanding or translation of the contents, please contact the General Office.

所有致家長的信件、通訊和其他書面資訊,學校將以英語發送。如有任何家長需要協助理解或翻譯內容,請聯絡校務處。

2024-2025 School Calendar

The 2024-2024 school calendar can be found on our website.

To access the latest school calendar, [click here](#).



School Day Times

We welcome students from 7:40am with class registration at 8:00am. Arrivals after 8:15am will be considered late and must sign in at reception. A normal school day runs until 3:00pm.

The ECA (extra-curricular activity) programme runs from 3pm until 5pm.



2024-2025 Homework Timetable

To access the 2024-2025 homework timetable, [click here](#).



Student Absence

Absence Procedures

If your child is unable to attend school, please do the following:

- Email and phone the school and inform the general office that your child is unable to attend school on that day.
- Inform Jolly Bus Company Limited using their Alternative Dismissal Arrangement form (link below) if your child takes the bus.

Contacting General Office

Please contact the general office for all administrative matters, including school buses, pick-up arrangements, lunch arrangements, absence, and illness.

To inform Jolly Bus company that your student will be absent and not making use of the bus service on a particular day, [click here](#).

Absence for Medical Reasons

Pupils with a fever of 37.5°C (99.5°F) or higher and who are experiencing severe respiratory symptoms should be kept home from School. Before returning, your child must be fever-free for 24 hours, without the use of fever-reducing medication, and clear of any severe respiratory symptoms.

In certain circumstances, when an outbreak is suspected, a 48-hour fever-free policy may be implemented. This policy requires a longer period of absence from school for students who have a documented fever.

If a student has experienced two or more episodes of vomiting or diarrhea for a period or 24 hours or more, it is recommended that

the student stays at home until they have not experienced any further vomiting or loose bowel movements for at least another 24 hours, unless determined to be caused by a non-communicable condition.

If your child is experiencing any of the above-mentioned symptoms, or any other serious symptoms, please inform our school nurse, Leezel Granada at the contact details below.

Lastly, students are welcome to wear face masks if they choose to do so. We encourage everyone to continue practicing good general hygiene habits for the health and safety of our community at school and beyond.

School Nurse Contact Details

Leezel Granada

 2129 7108

 leezel.granado@was.edu.hk

Weather and School Closure

In the interest of the children's safety, parents are advised to note the following arrangements regarding weather and school closure. We follow the guidelines of the Education Bureau (EDB).

In the event of anticipated school closures, please check the Education Bureau's (EDB) website (link provided below) for official announcements. The school will also directly email parents with any official closure notifications. Additionally, parent representatives will be asked to share closure details through their class WhatsApp groups.

The school will typically close under the following weather conditions:

Typhoon Signal Hoisted:

T1

- Before 6:30am: Classes continue
- During School Hours: Classes continue

T3

- Before 6:30am: School closed
- During School Hours: Remain in school

T8 and above

- Before 6:30am: School closed
- During School Hours: Remain in school

Rainstorm Signal Hoisted:

Amber Rainstorm

- Before 6:30am: School open
- During School Hours: Classes continue

Red Rainstorm

- Before 6:30am: School closed
- During School Hours: Remain in school

Black Rainstorm

- Before 6:30am: School closed
- During School Hours: Remain in school

To keep up to date with the latest weather developments and school-closure announcements from the EDB, [click here](#).

School Uniform

Where to Purchase

The school's uniform is to be worn correctly and in full. Children are not allowed to come to school wearing non-uniform items.

To purchase school uniforms from our uniform provider, [click here](#).

If you have any enquiries about the uniform, please contact Join Concord Trading Ltd on 2487 0978 or uniform.wahk@joinconcord.com.

Rules and Regulations

General:

- Students are required to wear the complete school uniform, including a school bag.
- All uniform items should be clearly named.

Hair:

- Long hair must be tied back using plain-colored hair bands or ties.

Accessories:

- No jewelry, nail polish, or makeup is allowed.

Shoes:

- Uniform shoes must be black leather with no heels.

Winter Uniform:

- Students may wear grey or navy tights.
- A plain white top may be worn under the school shirt.
- The school fleece jacket may be worn over the blazer for extra warmth.

PE Uniform:

- All classes will have PE lessons during the week. Pupils will wear PE kit to school on PE days. Pupils may wear their house shirts or their school PE shirt.
- All items of PE Kit should be clearly named.
- Sports caps must be worn when pupils are outdoors.
- Sports shoes must be white with non-marking soles.

Winter PE Uniform:

- Students can wear black or navy tracksuit bottoms if they wish



School Uniform

House Tops:

Every student at our school is a valued member of one of our unique houses. To fully embrace house spirit, we encourage each child to have their own house top, representing their assigned house.

If your child does not have a house top, please complete the online order form provided below. Once the orders are received, the house tops will be distributed to the students at school.

To order a house top, [click here](#).



Secondhand Uniform Resale Programme

The school has a selection of second-hand uniforms available for sale through our partnership with TASS and Retykle. If you're looking to purchase quality, gently used uniforms, follow the link below to explore the available items.



By opting for second-hand uniforms, not only will you be able to find great deals, but you'll also be supporting sustainable practices by giving these items a new life.

To purchase secondhand uniforms, [click here](#).



School Lunches & Food

All pupils should either bring their own lunch to school or order lunch from our designated service provider, Shamrock Catering. In either case, pupils are required to bring their own dining utensils, which they should take home each day. Additionally, the school does not provide any facility for refrigerating or reheating food.

Catered Lunch Orders



If you choose the catered lunch option, you will need to place an order every month for the following month. The order forms are shared in our weekly newsletters around the middle of the month. Please ensure you submit your order before the 25th of each month.

To order lunch for the month ahead, [click here](#).

For questions regarding lunch from Shamrock Catering, please email them at shamrock.catering.school@gmail.com or call 2547 8155.

Packed Lunches

Parents may send their child's lunch to school between 10:45am and 11:15am if necessary. All lunch boxes should be placed at the main entrance with the pupil's name and class clearly marked.

Delivery services (e.g. Foodpanda or Deliveroo, etc.) are not allowed.

Please ensure that the packed lunches you send in are wholesome and nutritious. To promote a healthy environment, kindly avoid including junk food, sweets, and sugary items. Also, kindly note that our school is a nut-free environment due to children with allergies in most year groups. Therefore, please refrain from sending nuts in your child's packed lunch.

If a child forgets to bring their own lunch, the school will provide them with a sandwich. However, a charge will be incurred for the sandwich, which parents will need to pay. They will not be given a catered lunch from our lunch service provider.

Snacks:

Pupils may bring a healthy snack from home for morning break-time. Again, please ensure that the snacks you send in are wholesome and nutritious, and avoid including junk food, sweets, and sugary items. The protocols for nuts during snacks are the same as those for lunch.

School Lunches & Food

Water Bottles:

We recommend that pupils use a named water bottle, as plain and undecorated as possible. Water is free from coolers in multiple locations around the school.

Birthdays:

We look forward to celebrating your child's birthday with them. We love to hear details of their parties and gifts. However, please do not send birthday cakes or sweets to school. We have several pupils with various allergies at the school, and we are unable to distribute cake or sweets to children at school.



Transport

School Bus

We encourage you to use our bus service to travel to and from the school to make an effective contribution to alleviating traffic congestion in the local area as well as keeping daily traffic flow in, around and out of the school campus manageable.

The school's bus service provider is Jolly Bus Company Ltd. and operates from multiple locations both on and off Hong Kong island. Jolly Bus Company Ltd. is a trusted partner in ensuring safe and efficient transport for our students. The buses are equipped with appropriate seat belts and each bus has its own adult supervision.

Bus registration is open throughout the school year. If your preferred bus route is full, Jolly Bus will work with you to explore alternative options, such as placing your child's name on a waiting list for the desired route, suggesting nearby bus stops with available seating, or exploring alternative bus routes that make accommodate your child's transportation needs.



For information about Jolly Bus Company's services and bus schedules, [click here](#).

If you have any questions, please contact Jolly Bus Company at info@jollybus.com or 3591 2088.

Parking at School

Should you need to drive to the school or pick up and drop off your child at school, please park in the "Smart Island South" multi story car park located next to the school, or in one of the local authorised parking facilities. Please ensure the following:

- Do not inhibit the flow of traffic on the road outside the school.
- Do not park or drop off in the road.
- Do not double-park in the road and wait for a parking meter.
- Please always keep the road clear.

Student Dismissal

Daily Dismissal

All pupils will be handed over to parents carefully and individually at collection time, whether they will be traveling on a bus or are being picked up from school. Parents are asked to be patient whilst groups of children are handed over to those who collect them individually.

Parents who authorise other people to collect their children for them will need to show the Student Card. Furthermore, everyone, including parents, who collects a child will need to show the Student Card to allow the school's member of staff to hand the child over to the care of another person.

If there is to be any change to the normal collection routine for any child, the change must be communicated by the parent to the school as early as possible by contacting the general office on 2129 7100 or office@was.edu.hk.

If you ever need to drive to school to collect on occasional circumstances outside of normal school drop-off and collection times, please use the stationary car park.

Leave-alone Cards

Pupils in Key Stage 3 can leave the school premises alone, but only with permission from their parents and only once the school is notified using a leave-alone card.

If your child is in KS3 (year 6, 7 or 8) and you want them to leave school alone every day or on certain days, please contact their form teacher to request a "leave-alone" card. This card will authorise your child to leave the school grounds without an adult.



Student Cards

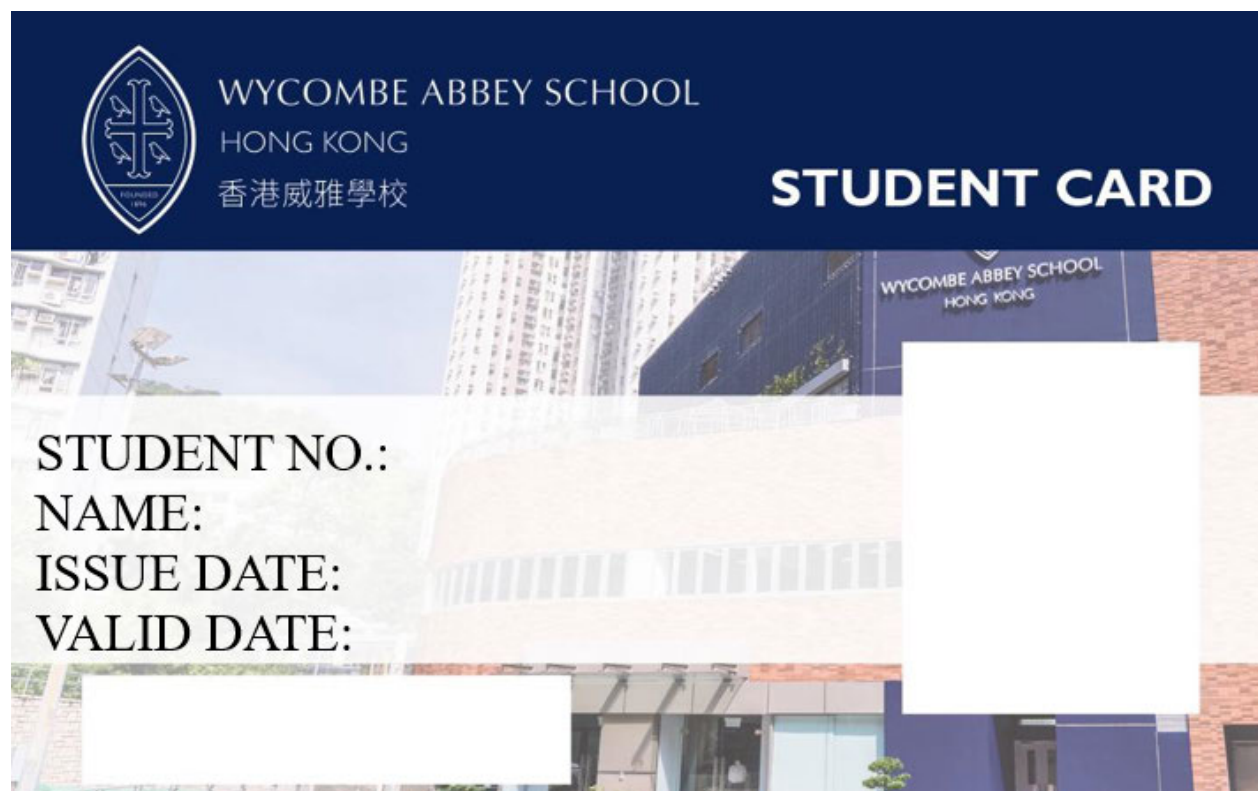
Student cards are required for student dismissal and pickup.

Each student's card is valid only for the duration of their current key stage. A new student card will be issued when your child is promoted to the next key stage at the beginning of the upcoming school year.

If your child's student card is lost, please report this immediately by emailing the school office at office@was.edu.hk. You can then apply for a replacement card.

If you have any questions or concerns about student cards, please contact the school office.

To apply for a replacement student card, [click here](#).



Tuition Fees

Annual Tuition Fees

Our annual tuition fees for the 2024-2025 academic year are:

Year Group, Annual Tuition Fee (HK\$)

- Years 1 to 5, HK \$188,000
- Year 6 to 8, HK \$198,000

*Books, teaching, and art materials are included in the school fees. The cost of class trips, school bus fees, lunch and fees for after-school activities are excluded.

Rules & Procedures

To confirm a place for a new pupil, a non-refundable, non-transferrable advance payment of HK\$18,800/\$19,800 for tuition fees is required. It will be offset from the first month's tuition fees attended by the pupil.

Tuition fee Invoices are emailed to Parents on or before the 23rd of each month. Tuition fees must be settled by the 10th day of the following month.

Payment must be made before the due date. In cases of late or partial payment, interest will be charged on the outstanding amount.

How to Pay

Cheque: Please make cheque payable to: BE International School Limited, post-dated is not accepted.

Direct deposit (wire transfer): Standard Chartered Bank A/C No. 003-368-0-776255-1, A/C Name: BE International School Limited.

Please send remittance advice along with the student's name, student number and invoice number to finance@was.edu.hk.

Monthly autopay (DDA): please contact the Finance office at finance@was.edu.hk.

FPS: ID-107375834



WYCOMBE ABBEY SCHOOL
HONG KONG

E V E R Y C H I L D C A N E X C E L