



WYCOMBE ABBEY SCHOOL  
HONG KONG

# Parent Handbook

Updated on 30 Aug 2023





Dear Parents,

This short document is designed to assist you with supporting your child at school. We will be adding information periodically and issuing the new updates throughout the year.



We are looking forward to enjoying this exciting year at Wycombe Abbey School with you and your children.

Best Wishes,

*Howard Tuckett*

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## Contact Details

Your child's class teacher will arrange contact details with parents accordingly.

- 1) All minor, day-to-day matters about your child.
- 2) All matters relating to academic matters.

Year 1G	Mr. Griffin	justin.griffin@was.edu.hk
Year 2T	Mrs. Tan	veronica.tan@was.edu.hk
Year 2N	Ms. Newsholme	shanice.newsholme@was.edu.hk
Year 3D	Mrs. DeSousa	farrah.desousa@was.edu.hk
Year 3W	Ms. Wong	claudia.wong@was.edu.hk
Year 4R	Ms. Richardson	julie.richardson@was.edu.hk
Year 4S	Ms. McAfee	heather.mcafee@was.edu.hk
Year 5V	Ms. Van Strijp	katelin.vanstrijp@was.edu.hk
Year 5S	Mrs. Shah	paloma.shah@was.edu.hk
Year 6M	Mr. Mitchell	ben.mitchell@was.edu.hk
Year 7B	Mrs. Butler	suzanne.butler@was.edu.hk
Year 7H	Mr. Haslam	matthew.haslam@was.edu.hk
Year 8P	Mr. Parr	andrew.parr@was.edu.hk



## Contact cont.

Specialty teachers' email addresses are shown below.

Intensive English	Ms. Elias	ida.elias@was.edu.hk
PE	Mr. Rowe	ben.rowe@was.edu.hk
Chinese	Ms. Yang	feifei.yang@was.edu.hk
Art	Ms. Chin	evelyn.chin@was.edu.hk
iSTEAM	Mr. Janjua	shahzada.janjua@was.edu.hk
Music	To Be Confirmed	To Be Confirmed
Drama	Ms. Rae	nicola.rae@was.edu.hk
KS3 Science	Ms. Sood	shalini.sood@was.edu.hk
SENCo	Ms. Sinnott	charlotte.sinnott@was.edu.hk
KS3 Bilingual	Ms. Liu	tracy.liu@was.edu.hk

## Change of Contact Details

Please keep your contact details up to date on our school database. Should you need to change your contact details, please email the general office.

General Office	2129 7100	office@was.edu.hk
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## School Day Info.

2023-2024 Academic School Calendar



Please scan QR code to download.

Length of School Day

- We welcome students from 7.45am and class registration on a normal school day will run from 8.10am - 3.00pm.
- Our extra-curricular enrichment programme will be available from 3.00pm - 5.00pm.

## Homework Timetable

2023-2024 Homework Timetable



Please scan QR code to download.



## Absence

If your child is unable to attend school:

- 1) Please call and inform Jolly Bus Company Limited if your child takes the bus.
- 2) Please also email and phone the School and inform the general office that your child is unable to attend school on that day.

Jolly Bus Company

3591 2088

info@jollybus.com

General Office

2129 7100

office@was.edu.hk

## Absence for Medical Reasons

It is very important that we do all we can to restrict the spread of illnesses and infections at school. For this reason, if your child has had a temperature, diarrhea and/or vomiting, please inform our School Nurse, Ms. Granado, on the number below, or by calling our Reception Desk.

Pupils with a temperature of 37.5C and above should be kept home from school. Please keep your children at home for 48 hours after they have recovered from their illness.

Covid-19 is officially over, but we understand that some students and parents may still have concerns. With that in mind, we want to reassure everyone that students are more than welcome to continue wearing face masks if they choose to do so. We do encourage everyone to continue practicing good general hygiene habits for the health and safety of our community here at school and beyond.

Ms. Granado


2129 7108




leezel.granado@was.edu.hk



## Weather

In the interest of your child(ren)'s safety, parents are advised to note the following arrangements. We follow the guidelines of the Education Bureau (EDB) and Hong Kong Observatory.

Typhoon Signal Hoisted	<b>T1</b>	<b>L3</b>	
Before 6.30am	Classes continue		School closed
During School Hours	Classes continue		Remain in school

Rainstorm Signal Hoisted			
Before 6.30am	School open	School closed	
During School Hours	Classes continue	Remain in school	





## School Uniform

All items of uniform should be clearly named.



The School's uniform is to be worn correctly and in full. Please do not allow your child to come to school wearing non-uniform items.

School uniform can be purchased from our uniform provider.

If you have any enquiries about the uniform, please contact Join Concord Trading Ltd at 2487 0978 or [uniform.wahk@joinconcord.com](mailto:uniform.wahk@joinconcord.com).



### For Winter Uniform:

- Pupils may wear grey or navy tights.
- Pupils may wear a plain white top under their shirt.
- Pupils may wear the School fleece jacket with their blazer for extra warmth if they wish.



Long hair should be tied back with plain coloured bands or hair ties.



Pupils are required to wear the uniform which includes a school bag.

No jewellery, nail polish or make-up may be worn at school.

Uniform shoes must be black leather shoes with no heels.







## PE Uniform

All items of PE Kit should be clearly named.



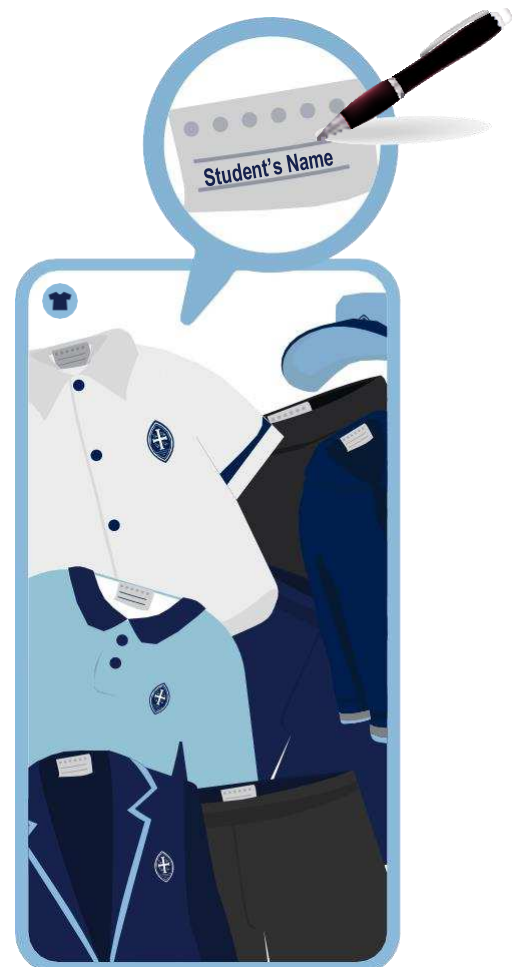
All classes will have PE lessons during the week. Pupils will wear PE kit to school on PE days. Pupils may wear their house shirts or their school PE shirt.

### For Winter PE Uniform:

- Black or navy tracksuit bottom (optional)

Sports caps must be worn when pupils are outdoors.

Sports shoes must be white with non-marking soles.





## School Lunch

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.

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.

No food delivery services (e.g. Foodpanda or Deliveroo, etc.) will be entertained.

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.

Shamrock Catering Lunch ordering form: <https://forms.gle/yHJT5oiKFXHroGSXA>

For questions regarding lunch from Shamrock Catering, please email them at [shamrock.catering.school@gmail.com](mailto:shamrock.catering.school@gmail.com) or call 2547 8155.

## 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 kindly avoid including junk food, sweets, and sugary items. The protocols for nuts during snacks are the same as those for lunch.

## Water Bottles

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



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## School Bus

We encourage parents to sign up for our School Bus service, operated by Jolly Bus Company Limited.

All parents whose child/ren uses the School Bus service are required to complete the School Bus Declaration Forms. Please return the completed Declaration Form to the office: [office@was.edu.hk](mailto:office@was.edu.hk).



If you haven't already, please scan the QR code to register for Jolly Bus Company's services and for more information about the bus schedules.

Please contact Jolly Bus Company Limited at [info@jollybus.com](mailto:info@jollybus.com) or 3591 2088 for any questions you may have regarding the School Bus services.

## Parking at School

Should you need to drive to the School, please park in the "Smart Island South" multi story car park or in one of the local authorised parking facilities. Please ensure that you do not inhibit the flow of traffic on the road outside the School.

- 1) Please do not park or drop-off in the road;
- 2) Please do not double-park in the road and wait for a parking meter;
- 3) Please keep the road clear at all times.



## Collecting Pupils

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 in order 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](mailto: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.



## Tuition fees

### Annual Tuition Fees

Our annual tuition fees for the 2023-2024 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

1. In order 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.
2. 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.
3. Payment must be made before the due date. In cases of late or partial payment, interest will be charged on the outstanding amount.
4. Tuition fees can be paid via the following options:
  - a. Cheque: Please make cheque payable to: BE International School Limited, post-dated is not accepted.
  - b. 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](mailto:finance@was.edu.hk)
  - c. Monthly autopay (DDA): please contact the Finance office at [finance@was.edu.hk](mailto:finance@was.edu.hk).



## Communication

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 School.

General Office

2129-7100

[office@was.edu.hk](mailto:office@was.edu.hk)

## 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.



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