



# School Joining Instructions

Updated January 2026

Welcome to Hummingbird International School.

As with any new start, there is a lot of information to be communicated and absorbed. Please read through this document and keep it for reference going forward. Please don't hesitate to contact us to clarify or ask questions.

The first two weeks will be spent getting to know your child/children and assessing their stage of development. This is an important part of the teaching cycle and gives us the starting point for planning the learning journey for each child.

Education is a collaboration between home and school and we look forward to working with you to building a great community in which your children will learn and thrive.

Audrey Dralega  
Headteacher

## Classes & Age Groups:

If your family is joining the international system for the first time, there may be some new terms to learn. Please always feel free to ask about the terms we use. Here are some you need for starters:

- ❖ **EYFS** – this is Early Years Foundation Stage and includes children in nursery, kindergarten and reception classes. Children in these classes are from 2 years 6 months up to 5 years of age.
- ❖ **KEY STAGE ONE:** This consists of Year 1 and Year 2 (children aged 5 to 7 years of age).
- ❖ **KEY STAGE TWO:** This consists of Year 3 to Year 6.

## The Shape of the School Day:

**ARRIVAL:** 7:50 – 8:00 am

Please note that for the safety of the children, the inner gate will be closed from **8:20 am**.

Parents arriving after that may be slightly delayed as the security team will need to open for you.

Please aim to arrive on time. Late arrival if repeated often enough, has a cumulative impact on learning.

Lessons start at 8:15, and there are often activities that begin earlier.

**SNACK BREAK:** 9:15 to 9:30 am

Please send your child with a snack and a drink. Water is perfectly acceptable.



The following are **not** allowed: no soda, sweets or chocolate bars, chewing gum, ice pops, energy drinks, glucose. Also, please include a fruit or vegetable snack where possible. Cookies and cakes can encourage tooth cavities, so they are best kept to a minimum.

**PLAY BREAK** 10:30 – 11:00 am

**Lunch:** 12:30 – 1:30 pm

**End of Day:** 3:00 pm.

Please collect children as promptly as possible and message or call if delayed: 0759630005

Clubs will usually begin from the 2<sup>nd</sup> full week. You will receive a letter listing the options.

Clubs run from 3:00 to 4:00 pm. Clubs are open for children from Reception Class to Year 6 (4-11 years). No clubs are available for children in kindergarten or nursery.

## Dropping off and Picking Up

Parents may park and bring children to their classes or drop them and proceed straight out. There is a dropping zone at the main entrance and there will be a member of staff there to receive children each day.

Parents of the younger children in Early Years are welcome to stay and play with their child for the first few days to settle them in.

At the end of the day, children in Year 1-6 can be collected from the reception/lunch area. Children in the Early Years Department should be collected from their classrooms.

We ask that there be no parking at the entrance to the reception area.

## What to Bring

Each day children should bring the following to school:

1. A school bag (Please do not bring bags with wheels).
2. A bottle of water (refillable – children need to stay hydrated throughout the day)
3. A sweater for colder days (now available for purchase from the uniform shop)
4. Children in Nursery, Kindergarten & Reception classes should bring a change of clothes.
5. Packed lunch if they are not taking a school lunch (same rules as snack please).
6. A hat or cap for outdoor play. Sunscreen as needed.



## What We Need to Know

1. Please ensure you have completed a health form for each child. These are available from the administrator.

**Important:** We need to know of any allergies, recent surgeries, disabilities and medical conditions.

2. We also need to know of **dietary needs**, including food sensitivities and whether your child is vegetarian. Each day the lunch menu will have a non-meat option.

3. Let us know whether your child has any identified **learning challenges**. This does not mean they will be labelled, but will mean we can assess further and possibly get a head start on early interventions. Please provide a copy of assessment outcomes from their previous school or specialist.

4. **Vision and hearing** – let us know if your child has verified or suspected difficulties with vision, hearing or speech development. If there are assessment results from a speech therapist, audiologist or optometrist, please provide a copy to your child's class teacher. Because much learning is dependent on clear and comfortable vision, annual sight screening takes place in the first term of each year in school and the outcome will be sent to you.

5. The **authorized access** form is to enable staff to keep track of who should be collecting your child. Please remember to update it, especially if the pick-up person is your employee.

## The Use of the Diary

Your child(ren) will be given a notebook for home-school communication. We will use it to note homework and the reading book given.

Children in Early Years go through a reading readiness program and will be given a book when they are ready for this step. It makes the process of learning to read faster and more enjoyable for the child as they then experience reading success from the start.

Once children start bringing books home, please endeavor to read with them **daily**. Use the diary to note whether your child read and how they did. Homework tasks will also be recorded in their diary.

The diary is also used to communicate illness, reasons for absence and any concerns you would like to raise e.g. if your child did not sleep well.

## Attendance & Illness

If your child has an accident or is ill during the school day, we will call you if they require medical attention beyond simple first aid. Hummingbird has a facility with IHK C-Care Bbunga for first aid and stabilization only. It will be the decision of the parent where further treatment takes place.

Your child **must not** attend school if they have any of the following:



- Fever (temperature above 37 degrees)
- Diarrhea or vomiting
- Contagious skin conditions including ringworm
- Flu or persistent cough
- Contagious childhood illnesses such as chickenpox.
- Cannulas are not allowed in school

Medicines and inhalers: any medications needed by your child should be labeled with their name and the dosage needed.

## Uniform

School uniform must be worn each school day except on the days when children have PE. This means children will wear uniform for 3 days and PE kit for 2 days. The PE kit is an orange t-shirt and green shorts.

School uniform is worn on swimming days. Children will change to their swimmers and take their uniform with them to the pool.

Both PE and Swimming Days will be indicated on a sticker inside your child's diary.

Footwear: Shoes must hold firmly on your child's feet to allow for running and free movement, so avoid push-in shoes with an open back. Crocs, slides and backless sandals may be worn to swimming only.

Trainers must be worn or carried on PE days.

## PE & Swimming

Swimming will be at a pool in Bunga and all classes will be accompanied by a minimum of two staff and receive instruction from our experienced swim coach.

Children should bring a one-piece swimsuit that they can put on and remove by themselves (no bikinis and please avoid complicated wetsuits).

We have a swimming program with seven levels and which awards certificates and badges for each of the levels. Details of the swim levels are on display in the library.

Floats and noodles will be used during swim lessons but children will not be using armbands, rings or inflated jackets as these can slow down water confidence.

The children are accompanied to swimming by two school staff and the swim coach is also a school employee. Please note that children will wear seatbelts to and from swim lessons. This is a school policy.

There is currently no additional cost for swimming.



## Assemblies

Assemblies take place from 8:15 am to 8:45 on Fridays.

Parents will be informed through the diary when your child's class is presenting and we hope you will be able to join us for those presentations.

## Events

The school events calendar shall be sent home during the second week of each term. Family participation at school events means a lot to every child so when you cannot attend, we ask that you let your child know head of time whenever possible.

## Class & General School Rules

There are whole-school rules that will be on display in the classrooms and referred to by the teaching team. We encourage children to reflect on their choices and provide clear boundaries for how children treat those around them. At the start of each year, the teaching team will discuss and agree class rules with the children.

Our focus when managing behaviour is on being clear, calm and ensuring children are told what they should do, rather than what they should not do. For example, instead of saying "stop running", we will say "walk".

Courtesy and consideration for others are expectations within Hummingbird. Politeness is often under-rated as a life-skill, but it is very much central to true confidence and to ability to build and maintain relationships.

Bullying will not be tolerated. This includes name-calling, attempts to embarrass, excluding others deliberately as well as physical and verbal violence.

The first intervention is a no-blame approach in which the child who has hurt another reflects on their action and is given opportunity to adjust behaviour.

Because bullying is often hard to spot, we also have a "see and say" approach in which children are praised for intervening and championed for helping those around them. Please see the behaviour policy for further information on the school approach.

## Lunches

Lunches are provided daily and always give a balanced diet. Parents may also send a packed lunch. If they do bring a packed lunch, please put it in a separate container so your child does not eat it at break time.

Children eat lunch from 12:30 pm to 1:00 pm. The lunch menu changes each term and the current one is on the noticeboard at the school reception and on the website.



## Homework

The school day is quite busy and children do need to rest and play after school and at the weekend.

Homework is set to practice skills learned in school and to extend learning. For the children in Key Stage 2, homework should take around 30 minutes to complete and 15 minutes for children in Key Stage 1.

Homework is not set in Early Years, but children will bring home reading tasks when they are reading-ready. They also have free choice of library books that we ask you to read to your child. Selecting a book is an important skill.

For further information, please refer to the school website or contact us on 0759630005.

Audrey Dralega  
Headteacher