



## BIS Primary Daily Bulletin 2025/2026

Link to [STAFF SITE](#)

General Information		Campus Events this week			
<div>Absences:</div> <div>General Absence/Sickness</div> <div><div>Derek (Y6)</div><div>Emilie</div><div>Nga Lib</div><div>None</div><div>Diem F2</div><div>Nhất</div></div> <div>Professional Development/Other</div>		<div>EY&amp;I Campuses</div> <div>Next Week update:</div> <div>Leader release time:</div> <div><div>Juliette Y2 - Tuesday Olly</div><div>Becky Y1 - Tuesday Mimi</div><div>Tara Y2 - Tuesday - Tete</div><div>Clare F1 - Thursday - Leah</div><div>Grace F2 - Thursday Cheska</div><div>Rachel F3 - Thursday Nadine</div><div>Christine F2 - Thursday AM until 11am - Tete</div></div>		<div>Junior Campus</div> <div><a href="#">Weekly Update</a></div> <div>W.B. 4th Year 4</div> <div>Leader release time:</div> <div><div>Linden Teale Y3 - Thursday (Michael)</div><div>Elaine Gillan Y4 - Thursday (Olly)</div><div>Kuj Williams Y5 - Friday (Michael)</div><div>James Quantrill Y6 - Friday (Mimi)</div><div>CAL - Rob (Y3) - Thursday AM (John)</div><div>CAL Jordan (Y5) - Friday AM (Chris)</div></div>	
<div>For Cover/Supply Teachers:</div> <div><a href="#">Timesheet - Please fill Daily</a></div> <div>Contact detail for cover teachers <a href="#">here</a></div> <div>Release timetable <a href="#">here</a></div> <div>Staff cover needs - Please fill this <a href="#">form</a></div>		<div><div>Today:</div><div><div>Monday, 20 October</div><div><div><div>📅</div><div>Employee Engagement Survey Open all Week - please complete by 31st Oct</div></div><div><div>📅</div><div>1:30pm F'tots, F1 &amp; F2 Parent Workshop (EN) - Focus: Understanding common Behaviours in 2&amp;3 year olds and how to positively manage these.</div></div><div><div>📅</div><div>2:15pm Y1/2 Teacher led assembly - Debbie and Nici</div></div></div><div>Two PLT Meetings:</div><div><div><div>📅</div><div>Format 1: Separate PLTi</div><div>Venue: EY&amp;I Conference Room</div><div>Start Time: 3:15pm</div></div></div></div></div>		<div>Monday 20th October</div> <div><div><div>●</div><div>Year 4 - iPad Checks</div></div><div><div>●</div><div>1.45 Y5 Assembly - Digital Citizenship - Rhian</div></div><div><div>●</div><div>PLTj HoDs, AHoDs and HoYs (Conference Room)</div></div><div><div>●</div><div>PLT - CALS and AHTs (Venue - tbc)</div></div><div><div>●</div><div><a href="#">Duty Rotas - check JC tab</a></div></div><div><div>●</div><div><a href="#">Lunch Orders - please complete before 9am</a></div></div><div><div>●</div><div><a href="#">Bus Lists - Updated for CCAs</a></div></div><div><div>●</div><div><a href="#">CCA List - By Class</a></div></div><div><div>●</div><div><a href="#">Peri Music Programme - JC</a></div></div></div>	

- - Meeting (@JC)

	<p>📅 <b>Format 2:</b> CALs and AHTs <b>Venue:</b> TBC <b>Start Time:</b> TBC</p>	
<p><b>Briefing Notes</b>  <a href="#">Specialist, EYIC</a> and <a href="#">Juniors</a> briefing notes  <a href="#">Items for Learning Letters</a>  <b>Helpful Links</b>  <a href="#">Staff Directory 24/25</a>  <a href="#">Primary Rotas 25/26</a>            and <a href="#">Updated JC Bus List - Aug 25</a>  <a href="#">Instrumental Lists/Timetables - updated soon</a>  <a href="#">EY&amp;I BIS HCMC EY&amp;I Event Planner</a>  <a href="#">iSAMS Help Index</a> - Very useful  <a href="#">Design Brief</a>  <a href="#">Junior: Outside Printing</a></p> <p>Admission Tours Week Beginning 6 October</p> <p><b>EY&amp;I Campus</b>  <b>Mon:</b> 10:00 DANG Alaina F1 T1 25/26 - Nguyen            10.30 Agnes Y1 &amp; Adele F2 26/27 - Nguyen  <b>Tue:</b> 9am YU Quan En F1 EE T1 26/27            10.30 LE Hoang Bao Chau Y1 26/27 - Nguyen  <b>Wed:</b> 9.00 NGUYEN Khanh Benjamin Y1 26/27 - Nguyen  <b>Thu:</b>  <b>Fri:</b>  <b>Junior campus</b>  <b>Mon:</b>  <b>Tue:</b>  <b>Wed:</b> Henrik Lutton Wong Y5 26-27 / David Von Y6 26-27</p>	<p><b>Coming up:</b>  <b><u>Tuesday, 21 October</u></b></p> <ul style="list-style-type: none"> <li>📅 Gradebooks open for reports</li> <li>📅 9-9:45am - F2NH Teddy Bears Picnic</li> <li>📅 10-10:45am F2SV Teddy Bears Picnic</li> <li>📅 3:10pm, Staff Meeting - ONLINE (link to follow), BSO Overview/NMM/Report cycle launch</li> </ul> <p><b><u>Wednesday, 22 October</u></b></p> <ul style="list-style-type: none"> <li>📅 8.30am EYFS Open Morning - Phonics Focus (Potential families - MAC)</li> <li>📅 Erin Wight Julliard music specialist visits - EY&amp;I Campus</li> <li>📅 10am Tour of campus with new potential families - Open Morning</li> <li>📅 1pm Deadline for Weekly Update</li> </ul> <p><b><u>Thursday, 23 October</u></b></p> <ul style="list-style-type: none"> <li>📅 New teachers community partnership visit</li> <li>📅 Erin Wight Julliard music specialist visits - Junior Campus</li> <li>📅 8:30-11am - Upcycling Parent Team uniform sorting event. All Amy's Performing Arts lessons relocated to the conference room today (F3 and Y2 lessons)</li> <li>📅 1:30pm F'tots, F1 &amp; F2 Parent Workshop (VN) - Focus: Understanding common Behaviours in 2&amp;3 year olds and how to positively manage these</li> </ul>	<p><b>Coming up:</b>  <b><u>Tuesday 21st October</u></b></p> <ul style="list-style-type: none"> <li>● Gradebooks open for reports</li> <li>● 10.00 Y3 Exit point 3C</li> <li>● 1.45 Y3&amp;4 Assembly - Digital Citizenship - Rhian</li> <li>● 2.30 Staff Meeting - BSO, NNM, Report Briefing - Online (meet in teams on Teams)</li> <li>● 4.30 UNIS Swim Meet Parent Meeting - Hall</li> </ul> <p><b><u>Wednesday 22nd October</u></b></p> <ul style="list-style-type: none"> <li>● 8.15am Y3-Y6 Maths Coffee Morning</li> <li>● 8am Y6 Cycling Proficiency</li> <li>● 8am Y3 Exit point 3B-M</li> <li>● Juilliard Link Visit - Erin Meyers</li> <li>● 11.15 Y3 Exit point 3V</li> <li>● 1.30Y3 Exit point 3I</li> <li>● 1.45 Y6 Assembly</li> <li>● 4.00 Saigon Art Teachers Hub</li> </ul> <p><b><u>Thursday 23rd October</u></b></p> <ul style="list-style-type: none"> <li>● Upcycling Team sorting day</li> <li>● Juilliard Link Visit - Erin Meyers</li> <li>● 11.15 Y3 Exit point 3N</li> </ul>

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<b>Thur:</b> <b>Fri:</b>	<ul style="list-style-type: none"> <li>📅 2.30pm Extended Induction - Community Partners Visit - Thien Phuoc (change date)</li> </ul> <b><u>Friday, 24 October</u></b> <ul style="list-style-type: none"> <li>📅 7.30am Feasty Friday - F1/SLT</li> <li>📅 9-9:45am - F2BI Teddy Bears Picnic</li> <li>📅 8.30am Assembly - Care MM</li> </ul>	<ul style="list-style-type: none"> <li>● 2.40 Concert Orchestra group attending the Juilliard workshop</li> <li>● 3pm Extended Induction - Community Partners Visit - Thien Phuoc</li> </ul> <b><u>Friday 24th October</u></b> <ul style="list-style-type: none"> <li>● Unis Swim Meet departs</li> <li>● 7am U9 Cross Country vs ISHCMC Home</li> <li>● 8.45 Y3 Exit point 3H-S</li> <li>● 1.45 JC Assembly</li> </ul>
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Name and Title	Image	For:	Notice

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## Vietnamese Lessons for Staff

**Lian Mizrahi/ Natalie Chard (Secondary)**



## All Teachers

Are you interested in learning Vietnamese but haven't yet started? Have you studied before and would like to further develop your language skills? Would you like to get to know others in our school community through an enthusiasm for Vietnamese language and culture?

If you are interested in finding out more about Vietnamese lessons for staff members, please come to a short **introductory online meeting** on **Tuesday 26th August at 12:35pm**.

**Google Meets link:** <https://meet.google.com/bva-itiw-ten>

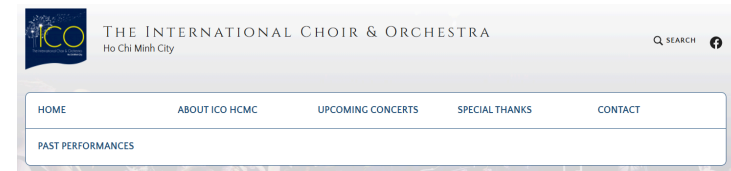
If you are unable to attend and would like to find out more, please speak to either myself ([natalie.chard@bisvietnam.com](mailto:natalie.chard@bisvietnam.com)) or Sarin Leigh ([sarin.leigh@bisvietnam.com](mailto:sarin.leigh@bisvietnam.com)).

For JC/EYI, please contact Lian Mizrahi ([lian.mizrahi@bisvietnam.com](mailto:lian.mizrahi@bisvietnam.com))

**Craig Haggart**




**International Choir  
and Orchestra  
All members of the  
BIS Community**



**All details can be found in the link above**

<https://icohcmc.com/>

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Craig Haggart		Everyone!	<p>A new LGBTQIA+ Choir which is open to all, supported by the UK Consulate, with a performance there on the 20<sup>th</sup> Sept for their Pride celebrations:</p> <p>information and sign up <a href="https://forms.gle/bch7Qjg3xccuzjLZ9">https://forms.gle/bch7Qjg3xccuzjLZ9</a></p>
Tracey Brownrigg		<p>TEDxBISHCMC Youth</p> <p>- call for adult speakers</p>	<p>We are delighted to announce that preparations are underway for our next gathering of ideas and perspectives. This year's theme, "Through Another Lens", invites speakers to share thought-provoking insights, challenge assumptions, and inspire fresh ways of seeing the world.</p> <p>We are looking for adult speakers from within the BIS community. We would like to invite you to either nominate yourself or put forward someone you believe could deliver a meaningful and memorable talk aligned with our theme.</p> <p>For more information, please <a href="#">CLICK HERE</a></p>

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John Lee / Ian Alexander



## BIS Community Choir

### 🎵 BIS Community Choir – New Members Welcome!

Join our friendly choir of staff and parents who love singing together. No experience needed!

- **Staff rehearsals:** Thursdays 07:00–07:45, Secondary Campus Principal's Theatre
- **Parent rehearsals:** Fridays 13:45–14:30, MPR at Junior Campus

Performances every term at school events.

Check out the updated [website](#) for new music from our *Magic & Mystery* Winter concert series (from *Queen* to *O Fortuna*), plus recent concert photos.

Rehearsals start **Thursday 21st / Friday 22nd August** – come and sing with us!

**BRITISH INTERNATIONAL SCHOOL  
HO CHI MINH CITY**  
A NORD ANGLIA EDUCATION SCHOOL

## BIS HCMC COMMUNITY CHOIR

Are you an adult member of the BIS community who enjoys singing?

Join our wonderful Community Choir for weekly rehearsals.

- THURSDAYS 7:00 - 7:40 AM  
THE PRINCIPALS THEATRE (SECONDARY CAMPUS)
- FRIDAYS 1:15 - 2:15 PM  
MULTI-PURPOSE ROOM (JUNIOR CAMPUS)

For more information, please contact  
Mr Ian Alexander at [Ian.Alexander@bisvietnam.com](mailto:Ian.Alexander@bisvietnam.com)

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Upcoming staff socials:			
Whole Primary Quick Links		All staff	<p><b>Tech:</b></p> <p><a href="#">iSAMS help</a></p> <p><a href="#">Primary Tech Manual</a></p> <p><a href="#">Downloading the Office Suite</a></p> <p><a href="#">SchoolsBuddy Teachers' Guide</a></p> <p><a href="#">SchoolsBuddy - quick use video</a></p> <p><a href="#">Printer help</a></p> <p><b>Contacts:</b></p> <p><a href="#">Phone Tree</a></p> <p><a href="#">Primary Staff Email Lists</a></p> <p><a href="#">How to access student emails for a class</a></p> <p><b>CP and Safeguarding:</b></p> <p><a href="#">Child Protection Policy - Including Referral Information</a></p> <p><a href="#">Cause for concerns</a></p> <p><a href="#">Register 2023-24</a> for the Learning Support Registers by YG</p> <p><a href="#">NEW Learner Profiles 2023-2024</a></p> <p><a href="#">Quality First Teaching</a> folder from LS with ideas for support</p> <p>Parent Letter Templates</p>

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			<p><a href="#">Late Students - Parent Note</a></p> <p><b>Primary Organisation:</b></p> <p><a href="#">Leadership Structure</a></p> <p><a href="#">Primary Rotas</a></p> <p><a href="#">Cover release 2023-24</a></p> <p><a href="#">Primary Staffing 2023-2024</a></p> <p><a href="#">Primary Curriculum Map</a></p> <p><a href="#">New Starters and Primary Induction - 23-24</a></p> <p><a href="#">Infant and Junior Subject leader Cover sheet</a></p> <p><a href="#">Register Codes - iSAMS</a></p> <p><b>Professional Enrichment</b></p> <p><b>CPL Website</b></p> <p><a href="#">CPD/L Request Form</a></p> <p><a href="#">CPL Courses and Participants</a></p> <p> <a href="#">CPL release timetable</a></p> <p><a href="#">Triads Slides</a> (basic) and <a href="#">Information</a> (Detailed)</p> <p><a href="#">Pre-observation Conversation</a>, <a href="#">Observation Sheet</a>, <a href="#">Post-Observation Conversation</a></p> <p><a href="#">Professional Learning Record</a></p> <p><b>Design Briefs:</b></p> <p><a href="#">How to order from Graphics</a></p> <p><a href="#">Design Brief Form 2024-25</a></p> <p><a href="#">Fonts, logos, presentation templates</a></p> <p><b>Expeditions:</b></p> <p><a href="#">Risk Assessment - Please make a copy if using</a></p> <p><b>Quality First Teaching- Lots of resources to support SEND needs in class</b></p> <p><a href="#">Google Drive</a></p> <p><a href="#">LS Registers by Year Group August 2023</a></p> <p> <a href="#">Learner Profiles 2024-2025</a></p> <p><b>Additional information</b></p> <p><a href="#">Gift Declaration</a></p> <p><b>Safeguarding</b></p>
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			<a href="#">here</a> for the presentation on CPOMS
EY&I Specific Quick Links		EY&I staff and specialists	<ul style="list-style-type: none"> <li>● <a href="#">Duty Rotas</a></li> <li>● <a href="#">Bus Lists</a></li> <li>● Lunch order <a href="#">here</a> – New menu <a href="#">here</a></li> <li>● Food allergies and Medical Booklet <a href="#">here</a></li> </ul> <p>           EY&amp;I Briefing - beginning of term            Timetables - <a href="#">here</a>            CPL Bookable Time <a href="#">here</a>            EYI DUTY click <a href="#">here</a>            Expectations of duties click <a href="#">here</a>  <a href="#">EYI Playground and Canteen Procedures including wet play</a>  <a href="#">EYI Wet play procedures</a>            EYI - <a href="#">Health and Safety / Safeguarding</a>            EYI Floor Map 2024-2025 <a href="#">here</a>            Crisis Plan <a href="#">here</a>  <a href="#">BIS HCMC EY&amp;I Event Planner</a>            Evacuation Plan <a href="#">here</a> </p> <ul style="list-style-type: none"> <li>● If you are using Global Campus Activities please add <a href="#">here</a> so we can monitor story sacks are different for different year groups</li> </ul> <p>           Ideas for EYFS word list please click <a href="#">here</a> supporting PowerPoint <a href="#">here</a>            EYFS song book PowerPoint <a href="#">here</a> - list <a href="#">here</a> </p>
Junior Specific Quick Links			<p><b>Organisation:</b></p> <p><a href="#">Event Planner Form - to be filled in for all school events by event leader</a></p> <p><a href="#">CPL Bookable Time</a></p> <p><a href="#">Primary Rotas</a> (Duty and Assembly Rotas)</p>

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			<a href="#">Duty Expectations</a> <a href="#">Wet Play Expectation</a> <a href="#">JC Lunch orders</a> <a href="#">Floor Map 2025 -2026</a> <a href="#">Junior House Points</a> <a href="#">Instrumental Timetable 2025/2026 to be updated</a> <a href="#">Junior: Outside Printing</a> <a href="#">MFL Lists 25/26</a> <b>Registers:</b> <a href="#">CCA List Term 2/3</a> <a href="#">Bus registers - August 25</a> <a href="#">Late Room</a> <b>Health and Safety</b> <a href="#">JC - Health and Safety Concerns</a> <a href="#">Health and Safety Concern</a> <a href="#">Lockdown procedures</a> <a href="#">Fire Evacuation</a> <a href="#">PE Equipment - Safety Audit</a> <b>Medical:</b> <a href="#">General Medical Register - Juniors - August 2023</a> <a href="#">Serious Medical Issues -August 2023</a> <a href="#">JC Accident</a> † (serious Injury as a result) - New sheet for each <b>Tech:</b> <a href="#">iPad BYOD Site</a> <a href="#">Digital Citizenship Breaches</a> <b>Door Codes:</b> <b>Art and Resources: *112233#</b> <b>Food Tech: 112233#</b> <b>Combination bike locks: 2021</b>
Chris & Sarah Permanent		Absence through Illness or other	<ul style="list-style-type: none"> <li>EY&amp;I Staff: Please call Sarah if unable to come to work between 5.45am and 6.30am <b>0764424956</b></li> <li>Junior Campus staff and Specialists: Please call Chris between 5.45am and 6.30am on <b>0902 856 023</b> if unable to come to work.</li> </ul>

● - Meeting (@JC)

			<ul style="list-style-type: none"> <li>Please attempt to have a colleague cover duties and CCAs, but if unable please inform us.</li> </ul>
Sarah		EYI&I Staff - Important extension numbers	<ul style="list-style-type: none"> <li>Mary Ext. 100</li> <li>Sarah Ext. 101</li> <li>Oliver: Ext 381</li> <li>Huong (CFM) Ext. 385</li> <li>Van (PA) Ext. 382</li> <li>My (PA) Ext. 383</li> <li>Thu (receptionist) Ext. 111</li> <li>Thao (receptionist cum cashier) Ext. 0</li> <li>Nurse Ext. 113</li> <li>Jennifer (admissions) Ext. 104</li> <li>Nguyen (admissions) Ext. 102</li> </ul>
Chris		JC Staff - Important extension numbers	<ul style="list-style-type: none"> <li>Ian Ext. 103</li> <li>Chris Ext. 207</li> <li>Mimi Ext. 136</li> <li>Lien (CFM) Ext. 203</li> <li>Thanh (PA) Ext. 202</li> <li>Huong Tran (PA) Ext. 204</li> <li>Ngoc Le (Receptionist) Ext. 0</li> <li>Nhi Cao (Cashier &amp; Trip Coordinator) Ext. 113</li> <li>Smitha (Admissions) Ext. 111 - Huong (Admissions) Ext. 126</li> <li>Nurse Tâm Ext. 115</li> <li>HaDinh (Head TA) Ext. 117</li> <li>Resource Thảo / Hạnh Ext. 110</li> <li>IT Bảo / Tuấn Ext. 108</li> </ul>
		SC Staff - Important extension numbers	<ul style="list-style-type: none"> <li>Stephen Kay (HoC) Ext. 113</li> <li>Sue (DHT WS) Ext. TBC</li> <li>Gareth (DHT) Ext. TBC</li> <li>Lee (DHT) Ext. 114</li> <li>Matt (AHT) Ext. TBC</li> <li>Lyn (AHT) Ext. 127</li> <li>Phuong (CFM) Ext. 241</li> <li>Phuong Hoang (PA To Headteacher) Ext. 112</li> <li>Nhi Phạm (PA) Ext. 120</li> </ul>

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			<ul style="list-style-type: none"><li>• Hunter Deems (Receptionist) Ext. 111</li><li>• Anh Phạm (Cashier &amp; Flights (Expeditions) Coordinator) Ext. 206</li><li>• Nurse Shena Ext. 222</li><li>• Nandini Varma (Admissions) Ext. 237</li><li>• Trang Pham (Bus Manager) Ext. 236</li><li>• Thao Kuong (ISAMS Co-ordinator) Ext. 259</li><li>• Tracey Brownrigg (Community Service Project Manager) Ext. 109</li><li>• Toshie Hidaka Milner (Marketing &amp; PR Manager) Ext. 203</li></ul>
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