



IMS

ORIENTATION BOOKLET

MONTESSORI ELEMENTARY YEARS
2022 – 2023

A HONG KONG REGISTERED CHARITY

WELCOME TO IMS' MONTESSORI ELEMENTARY YEARS PROGRAMME!

Dear Parents,

We are looking forward to welcoming your child to our Montessori Elementary programme in the upcoming term. What follows are a few tips to help your child successfully transition from your current Casa dei Bambini, or Kindergarten to a “big school” environment. If your child is an older entrant into IMS' Elementary School, some of this will be very familiar. IMS' Elementary programme encourages children to take the initiative and pursue areas of interest in their learning. Your child will soon learn to thrive and enjoy this way of learning!

For a younger child, please remember that it is a big transition for any child to move from “Kindergarten” to “Elementary School” and that we don't expect that this transition will be easy for every child. Most children will eagerly await this transition, but many will find the added level of responsibility, and the advent of homework, a challenge that will take some time. We will be closely working with your child during the transition week to smooth this process and make it easier.

The “Age of Reason” is a very real and important change that occurs in the mind of the child around the age of six, which transforms the child, his or her way of thinking, and every aspect of the child's learning and development. The Montessori classroom environment therefore changes with them. Your young child of the Casa dei Bambini years is replaced by an independent child with social questions which the Elementary Years classroom seeks to help them address.

A complete set of information can be found in the Parent Handbook which is attached with this orientation communication and hosted on our Engage Parent Portal. Please read these documents carefully, and discuss them with your child. You may find the attachments helpful to post in a convenient point for you and other family members to reference in the coming months as we work together to help you and your child settle into the new Elementary class. There are many books regarding child development and Montessori available from bookstores as well as in our Elementary library – where we hope you will be a frequent visitor and volunteer. Please also familiarize yourself with our website, www.ims.edu.hk, where we update upcoming and past events, and summarize school activities each month.

IMS' MONTESSORI ELEMENTARY CURRICULUM

The Montessori Elementary Curriculum uses a Constructivist educational approach, as does the International Baccalaureate Elementary Years Programme (IB PYP) and many other leading education systems in the world. This means that it is student-centred, integrated, and encourages student-led inquiry to occur, allowing for learners to construct their own learning through building on prior experience and knowledge. By learning in this way, students are able to connect their understandings to real life contexts, leading to deeper understandings and engagement with learning. The aim is to make learning real and develop a love of learning in our students.

Elementary aged children have reached the Age of Reason, and are now ready to be helped to think for themselves. They are now far more interested in social interactions and, as a result, the programme at this level is designed to provide new experiences and challenges, such as keeping track of his/her own work in the Montessori class, having specialist lessons of art, music, PE and IT, plus the small group lessons in Chinese.

Many of the activities in the Elementary classroom will require your child to take more responsibility for their learning. To support this, we encourage you to continue helping your child develop independence at home as well. We can give you some hints on this if needed.

Please note that the first few months of the child's Lower Elementary Montessori experience will be focused on the Great Lessons, introducing them to the extensions of these introductory lessons from an academic standpoint, and on aiding the child to transition into a more responsible Elementary school child, with new roles and responsibilities.

If you have any questions or concerns at any time, please contact your child's teacher directly, who will be able to advise you. We will work with you to resolve any situation in a supportive manner. Communication is critical to your child's development, and your child's new teachers need to have your support and understanding to best help your child, and vice versa. Please let us know how we can help you understand the purpose of the activities in which your child is participating. The Montessori Curriculum often has an indirect benefit that is necessarily intuitively obvious to a parent. Our ultimate goal is to help your child to work independently, take on greater levels of responsibility, to be a confident and happy participant in a world he/she is beginning to understand better each day, and to grow into a person who makes a difference in his/her small community in preparation for the future.

We have prepared some general information for your reference, which are enclosed as separate documents:

- **The Montessori Elementary Curriculum Overview** – The Montessori curriculum is based on scientific research, and has over 100 years of proven success. This summary reviews how the extensive Montessori curriculum uses Great Lessons to spark the student's imagination and inspire interest and investigation of the Universe, starting with the Story of the Formation of the Universe (an introduction to Geography, Astronomy, Chemistry, Physics), then the Story of the Coming of Life (introducing Biology), then the Story of the Coming of Humans, the Story of Communication in Signs (Art, Drama and Written language) and finally the Story of Numbers (which introduces Geometry and Mathematics). All of these stories are told with questions, leading to the student's own answers and additional investigation. The Montessori curriculum for the Elementary Years is an integrated, cohesive and interrelated curriculum, introduced in three year cycles through small group lessons.
- **The IMS Elementary Chinese Curriculum** – A detailed review of the Chinese Elementary Years Programme at IMS is attached for your reference. This summarizes how Chinese is taught in the Dual-Language classrooms at IMS, and extended in different streams for the native/near-native speaker or the second language learner in small group lessons.

In both streams the children are learning all aspects of the Chinese language: speaking, listening, reading and writing (in traditional characters), but the emphasis is on communicative skills for Stream 2. This approach allows native speakers in Stream 1 to broaden their vocabulary and compositional skills to complement their speaking ability, and children in Stream 2 to have extensive practice in speaking and listening, giving them confidence in the Chinese language. Daily homework and reading assignments are given and we ask parents to support your child's efforts at home to complete and return these assignments.

In order to support the widening needs of the Elementary child, the structure of the school day changes compared to that of Casa. As an integrated, interdisciplinary curriculum, your child may be learning about the music of a particular country or period in history while they are also learning about the same country or period within their classroom programme and the work of a particular artist or style unique to that country. They may be learning about health and nutrition in the classroom while also learning about the

importance of daily exercise in their PE classes. Motivation is a key to learning, and is an important part of the teacher's objective to determine how to interest the students.

At IMS, we have high quality librarians and single-subject teachers who provide additional support and extend the availability of research materials, technology, art and music to the students in their work. Both single subject and classroom Montessori teachers plan and teach collaboratively to allow the children to make connections across all subject areas both inside and outside of the work cycle. This will be new for your child, as will be the freedom to explore these areas within limits, as the children move from the classroom to the art room, or music room, the hall, or sports grounds.

Our single-subject areas are:

- **Music** - In addition to the music that is an integral part of the Montessori curriculum, students are introduced to various instruments, music genres, composers/artists and also some essential music theory.
- **Art** - The beauty and importance of Art is closely integrated into the Montessori Curriculum, such as when decorating work, designing projects and making realistic models for the purpose of science or geography. Students visit the Art room formerly once a week for a lesson that focuses on specific techniques, exposure to different mediums and the introduction to various artists and styles.
- **Information Technology (IT)** - Information Technology is playing a larger and larger role in the lives of all students. It is our philosophy that IT should enhance learning and teaching in our classrooms, therefore, wherever possible, the IT teacher integrates IT teaching into the classroom and the library.
- **Physical Education** - Once a week, each class has a PE class where the children develop their sports skills. Children are required to wear FULL PE uniforms, hats, and supportive sports trainers on this day as noted in the class calendar. In addition, the classes each have 30 minutes Active Lunch where they put into practice the skills learned in the PE class. They are not required to wear PE uniforms on these days but need to wear hats and supportive sports trainers.

In addition to these lessons, children from both the Lower and Upper Elementary classes are encouraged to work towards being part of one of the many teams that participate in intra-school and inter-school matches. These games take place in football, basketball, hockey and other sports.

Your child will also find these other aspects different to that of the Casa dei Bambini experience.

- **Library:** The Elementary Library is an integral part of a Montessori Elementary Curriculum. The Library can be accessed at any time when needed and becomes another tool for the Elementary student to facilitate and enrich their learning.
- **Nature** is an important part of the Montessori curriculum, and the herb, vegetable and flower gardens on the campus are an integral part of the children's daily life as they learn to plant seeds, care for seedlings and harvest and use some of the herbs and vegetables in cooking projects.
- **Going Out** is also an important part of the Elementary curriculum. These activities are relevant to a small group of children who are exploring an area of research in the classroom, who then plan an outing to investigate this subject area in the world around. As the child gets older, the level of responsibility for planning and arranging the activity - from permission slips to transportation considerations - increases. Going out is different to Field Trips, which are whole-class oriented, and managed by the teachers rather than by the students. Don't be surprised to get a letter home from a group of students requesting your help in chaperoning a Going Out activity!

TRACKING OF PROGRESS

The focus of a Montessori teacher is to introduce the subject matter through small group lessons, and then assist the children to organise their own work in the classroom. Initially this is very much teacher directed; however, as the child exhibits more self-direction and becomes more familiar with the classroom, the child is encouraged to take more responsibility for his/her own choices and for the recording their work.

Each Elementary child keeps a record of their own daily activities in the classroom in their Work Diary and their small group Chinese lesson work in their Chinese Work Journal. The Work Diary is a central part of how a child maintains a running record of what they have been doing during the daily work cycle. These are then reviewed by the teacher who, if necessary, will then discuss with the child to help create a balanced programme of learning activities. Parents are asked to read and sign the Work Diary with their child when it comes home. In this way, it ensures that every child:

- Is accountable for using their time wisely;
- Develops strong time management skills;
- Has a sense of ownership of their learning day.

The teacher has a regular meeting with each child to review the progress of work, learning, and to agree what lessons and work the child should plan to cover next. Teachers will encourage the child to be reflective regarding work quality, time management and social interactions over the week, and will guide the child to begin to establish challenging new goals. (Parents may also wish to do this with their child).

Class Meetings: the Elementary class meets each week to discuss items of importance to the students. The group decides classroom agreements, responsibilities, works through ideas for activities and also discusses issues between students, as guided by the Classroom Teacher. This is an important point of connection for the students as it helps them feel more involved in their classroom community and encourages development of strong social skills.

SUPPORTING YOUR CHILD AT HOME

Many of the activities in the Elementary classroom will require your child to take more responsibility for their learning. To support this, we encourage you to continue helping your child develop independence at home as well. Elementary age children can make their own bed, help with setting and clearing the table, and be responsible for other meaningful contributions to life at home.

Homework in the traditional sense is not typical in Montessori, however, the role of the home in the child's learning is critical, plus the learning of Chinese characters requires additional practice at home. Homework is a new concept in Elementary School, and your support in helping keep your child interested and motivated is critical.

There are many things you can do at home to support your child's learning:

- **Projects** – visit the library, cook, create a home/balcony garden, play sports and explore other extensions of learning together as a family.
- **Reinforcement of basic number facts**
- **English Reading Homework:**
 - **The joy of reading:** Read to your child at his or her listening comprehension level (this increases vocabulary and extends use of language). This is critical to a child's success, and should be done on a regular basis each day. Pick a book you both will enjoy!

- o **Practice Reading:** Your child should read at his/her technical competency level (which will be lower than his/her comprehension level) to solidify reading skills. (about 30 minutes daily)
- **Chinese Homework** (20-30 minutes). Your child is also assigned about 20 minutes of Chinese homework every evening, which should be written (by your child) in their Chinese Work Journal. This will be reviewed the next day and your child will receive feedback from the teacher if necessary. You can help by reinforcing and checking each evening that these items are recorded until your child gets more comfortable in doing so for himself or herself automatically. Some children find doing homework in the morning, when they are fresh, much more effective and less time consuming than after school.
 - o Please review the suggestions in the attached Chinese Curriculum Summary for more help.
 - o **Please note: Stream 1 students without Chinese at home should begin with 2 hours of tutoring support at home each week.**
 - o Parents may consider purchasing a Chinese Dictionary to assist the children to complete the Chinese Homework.

There is also a helpful book called: Organizing the Disorganized Child: Simple Strategies to Succeed in School by Martin L. Kutscher & Marcella Moran which may be helpful for the very young child.

The Montessori philosophy supports children learning at school. Please note, as the actual time in the Montessori environment is the key to your child's education, time away from the environment cannot be supplemented by homework, therefore we request that family holidays should only be scheduled during official school holidays.

STARTING SCHOOL

First days of School: The beginning of school should be an exciting event for each child. We recommend that you begin having your child wake up at the appropriate time for school in order to get used to the schedule, and have a good breakfast. Speak with your child about school, and all of the fun that the children will be having together when school starts.

Campus opening Time: The school building is open 15 minutes before the official start of class. Elementary children may play in the outdoor play areas under the supervision of IMS staff. Prior to this time, children must be under the direct supervision of parents until the child is dropped off at the school gate or front door and received by an IMS staff member. **Your child may not be left unattended in the school before or after school hours.** Please refer to the attached Campus Specific Logistics for details.

Student Arrivals: IMS Elementary children should be allowed to go directly to the classroom unaccompanied as part of their emerging responsibility. They can be dropped-off at the main gate, or at the school doors.

Students should arrive at school at least five minutes before the official class start time. **It is important that arrival time be carefully observed.** Your newly socially conscious child will be more embarrassed by late arrivals, as they can be disruptive. Further, it diminishes the important social rituals of greeting teachers and friends and any teacher-supervised free-play time before school starts on the playground. Parents can help the morning routine by encouraging your child to check their communication folders each day.

Please note that teachers are preparing classrooms in the morning, supervising students on the playground and welcoming students into the classroom. This time is **not** suited for quick chats with parents. Teachers are usually available for chats after school or via phone or email.

Late arrivals: The child must go to the G/F Reception to have his/her temperature taken and will be required to sign in for a late pass which will then be taken to their classroom teacher.

Bussing commences on the first day of school, new students attend school on this day without parents.

Extra Curricular Activities (ECA) generally begin in the first week of school. Please look out for details on the parent portal.

Snack: Children are encouraged to bring in their own **healthy snack** for snack time (please see guidelines in the Parent Handbook). Your child's snack should be packed separately from your child's lunch for easy access.

Lunch: Please prepare a healthy lunch for your child to bring to school. Elementary students are encouraged to participate in this activity by helping prepare their own lunch. If your child requires a hot lunch, please place it in a thermos flask. Reheating facilities are not available at school, and lunches cannot be brought into school during school hours. Please refer to the School Parent Handbook for recommended foods.

Birthday Celebrations: As your child is emerging into the social world, birthday celebrations are now done without parents. Your child may still want to share a snack with friends, and suggestions for appropriate birthday snacks can be found in the Parent Handbook. Your class teachers will also send out a reminder communication shortly before your child's birthday giving you any special suggestions for the class.

Materials: To ensure children have what they need in the classroom throughout the year, IMS purchases and stocks the materials needed in the classes, including stationery, art supplies, music resources and the Chinese Language Pack (Stream 1 & 2 Textbooks, exercise books, work books, pin-yin book and listening CDs), which will assure your child is provided with all the materials for the entire academic year. This fee is invoiced in your first month.

COMMUNICATION

Teachers: During orientation, your child's teachers will provide you with their email addresses so that you may be in routine contact as needed. Teachers will regularly communicate with you via email. The monthly calendar, which is sent home with your child. This is an important document to post at home. We also do a lot of electronic communication, so please keep us updated with your email address.

Teachers are scheduled to help you learn more about the Montessori Method and other topics of interest to families during the course of each term as indicated in the school calendar. In addition, during the first term, you will be invited to observe in the classroom whilst, in the second term, we invite you to come in and see what the children are working on during the Open House where the children instruct parents in the learning objectives and how to use the materials.

In November and April, teachers hold Parent-Teacher Conferences in order to give you the opportunity to discuss your child's progress with the Class Teachers.

Class Parents: Each class also has Class Parents, and we look for new class parents each year to work with one of the existing class parents from the year before.

The School: The school communicates regularly via Engage Parent Portal. The School newsletter, Montessori Moments and Activities Updates are either sent by email or hard copy or posted to our website: www.ims.edu.hk.

Each child has two zip folders – one English and one Chinese – in which your child’s Work Diary, homework and all communications and finished work are placed. Please check this folder each day for notes from your teacher or the school. Please put any communication items for your child’s teacher or the school in this zip folder, and ask your child to be sure to give it to the teacher. Administrators will no longer check these folders for the child each day - this is now the Elementary student’s responsibility.

Please call our administrative staff or email them with any questions or urgent issues. Please copy your teachers on any emails you send to the front desk to ensure we are all in the loop with any communication.

Engage Parent Portal: In a subsequent email, you will receive an invitation to our Engage Parent Portal. Please follow the directions in this email and complete your portal registration as soon as possible so that you do not miss any important information. Most of the school’s communication comes through this portal. This is also where you will be able to view and update your contact information and view your child’s personal and medical details. The portal contains the Parent Handbook and all pertinent policies, procedures, forms and documents. The Parent Portal also hosts a calendar with school, campus, and class events.

IMS News: A monthly calendar for your child’s class, which lists upcoming events and activities, will also be visible on the the Engage Parent Portal. Please keep your email and contact information up to date through the Parent Portal, and Please check our website, your email, and the Engage Parent Portal regularly.

Parent Participation: Parents are invited by the Class Teachers to help with activities such as: cooking, prop making for performances, field trips, sport events and International Day. Many of these activities will be coordinated by the class parent.

PARKING

Parking: Parking is not available on Campus. Public parking is available nearby. Please consult the Campus Logistics information attached. Parents using the services of a driver are asked to review these parking rules carefully with your driver.

BUSSING

Children attending the Elementary School are requested to take the bus in order to reduce congestion around the school.

Castle Brothers is an independent company that provides bussing services for the students of the school. If you plan to have your child ride the bus, please be certain that Castle Brothers has your form. The bus form and bus guide are attached with this orientation booklet and this must be submitted by the date as stated in the form in order for the bus company to confirm your route, send you the exact pick up time, and

also the bus photo ID that must be worn the first two weeks of bussing. You may contact Castle Brothers directly at 2555-2088.

Pick up and drop off location and time information will be sent to you by Castle Brothers. As schedules are changing over the first two weeks of any term as new children are added to the bus routes, timings of buses will change, and the routine will be uncertain for the first two weeks of any term.

NOTE: If you plan to bring your child to school or pick him/her up on any day, you should notify Castle Brothers **AND** the school at least one hour before the end of your child's day to ensure the bus does not wait for your child or that IMS does not put your child on the bus that day.

UNIFORMS

Please ensure that your child has on the full uniform including backpack and hat. When children are outdoors during Term 1 and Term 3, they must be wearing a hat during school hours.

Uniforms: Uniforms can be purchased:

- **New Uniforms:** from Aston Wilson online (payment by credit card) at <https://shop.ims.edu.hk>. Orders are filled by Aston Wilson, which is an independent company that manufactures uniform. Please note that there is a small adjustment in uniform prices from 1 July. **Please refer to the attached uniform size list as a guide to determine your child's size before placing the order.**
- **Used uniforms** (in excellent condition) can be purchased through the PTA at pta@ims.edu.hk to set up a time to try on and purchase uniform.

All clothing (including socks, umbrellas, etc.) should be clearly labeled.

- **Summer Uniform:**
 - **Boys:** Khaki shorts, short-sleeved polo shirt, white socks. Cardigan, sweatshirt or fleece optional for cooler weather.
 - **Girls:** Khaki skort, short-sleeved polo shirt, white socks or tights. Cardigan, sweatshirt or fleece optional for cooler weather.
 - **Gym:** Track top and pants, ECO P.E. T-shirt, white socks and gym shoes. Sweatshirt or fleece optional for cold weather.
- **Winter Uniform:**
 - **Boys:** Khaki trousers, long-sleeved polo shirt, cardigan or sweatshirt, white socks. Fleece optional for cold weather.
 - **Girls:** Khaki trousers or skort, long-sleeved polo shirt, cardigan or sweatshirt, white socks or tights. Fleece optional for cold weather.
 - **Gym:** Track top and pants, ECO P.E. T-shirt, white socks and gym shoes. Sweatshirt or fleece optional for cold weather. **On sports day, the children wear their sports uniforms to and from school. Each class has a different sports day schedule, as noted on the class calendar.**

Shoes: These should be black school shoes or predominately neutral runners/sneakers with rubber soles. Elementary children must wear supportive white or black sports trainers during P.E. lessons. Children without proper shoe wear will not participate in any sports activities.

School Bags: Children need the large size backpack for durability and size in order to accommodate folders and the Chinese Homework.

Pierced Ears: Children with pierced ears should wear small studs for safety reasons.

Hats: Hats are required to be worn at these times: for PE lessons, Active Lunch, Recess and when on field trips and camp.

SECURITY, HEALTH & SAFETY

On Campus Security: During school hours, your child will be cared for by IMS staff. If you have any concerns, please discuss them with us.

IMS provides a full-time security guard who monitors the campus throughout the day. In addition, we have a campus Groundskeeper on duty full-time. The school has CCTV covering selected parts of our different school buildings.

- **Visitors:** All Visitors must sign in with our Security Guard when entering the school, and display a “Visitor” badge at all times while on the campus.
- **Parent Volunteers/Meetings:** All parents must sign in with our Security Guard when entering the school, and display a “Parent Volunteer” badge at all times while on the campus. In order to ensure an uninterrupted school day and Montessori work cycle, and for the privacy of the other students, we request that parents do not visit their child’s classroom unless at the request of the teacher.

Child Collection Security: If you wish to have a non-parent caregiver collect your child, please call the school and provide the person’s full name, and ask that person to bring a photo ID to show the school (This is only necessary the first time). If the person collecting your child is not recognized by IMS staff, we will call the emergency number which you have provided to verify the identity of the person attempting to collect your child.

Any alternative afternoon pick-up arrangements must be confirmed by the child’s parent with the front office at least one hour prior to the normal end of school for your child.

Off Campus Security: When going outside of school premises, we require a ratio of no less than one adult to six children (1:6) for the Montessori Elementary Years Programme classes. We will need parents / helpers to volunteer to accompany us on outings from time to time. Your class teachers or Class Parents will contact you, or you may volunteer directly with them if you would like to chaperone a particular activity.

Bus Security: Each bus student is issued a photo identification card by the bus company. This must be presented to the bus mother when the child is collected.

Child’s Property: We cannot take any responsibility for the loss of or damage to a student’s property. Please clearly label each item of your child’s property.

Evacuation Drills: An evacuation drill is held once each term in order to familiarize the children and staff with the exit routes, and to ensure maximum safety in the event of an emergency. Parents should familiarize themselves with the appropriate exit routes in order to be able to help. Parents who are in the school when the fire alarm sounds must participate in the evacuation of the building according to the evacuation drill procedure.

Travel: If both parents plan to travel outside of Hong Kong at the same time, please notify the school, providing the contact details of an appropriate Guardian and the duration of your trip. The guardian cannot be the family's helper or nanny, and IMS must have a signed letter that, in the case of emergency, this Guardian has the right to make decisions regarding your child.

Illness: If your child is ill, please do not have them attend school. If a child has a fever (above 99.5°F/37.5°C), is vomiting or has diarrhoea, has a contagious rash, other infection, or symptoms related to COVID-19 or other communicable diseases, the parent will be called to collect the child from school. Children should not return to school until at least 24 hours after the symptoms have passed and with a doctor's note of health for symptoms related to COVID-19 (See the Parent Handbook for more details). If necessary, we will bring your child to the nearest hospital, while attempting to contact the parents / guardian. Parents are required to inform the school with details of any illness or symptoms that your child is experiencing.

Please Note: We will adhere to specific protocols and inform parents as necessary to respond to COVID-19 or any prevalent communicable disease with the guidance of the Hong Kong Centre for Health Protection (CHP) and the Education Bureau (EDB). We will inform you should such protocols be required at the start of the new school year or when the government puts requirements in place.

PARENT-TEACHER ASSOCIATION (PTA)

Parents play an important role in supporting IMS and its mission of providing an authentic, Dual-Language Montessori education. The IMS Parent-Teacher Association was established at IMS' inception to support IMS' special community of teachers, students, and families. The vibrancy and warmth of our parent community are a testament to, and an essential aspect of, the nurturing, child-centered environment that IMS provides for every student.

PTA Mission

The PTA collaborates closely with parents, teachers and the school management to:

- Provide a forum for parents and teachers to exchange views for the overall benefit of students at IMS
- Promote a sense of community among the teachers, parents, and students
- Enhance the educational environment at IMS
- Encourage parents to actively participate in IMS programmes and activities

Getting Involved

We encourage parents to get involved in making IMS a wonderful environment for your child. There is a myriad of opportunities for parents to contribute! We have Class Parents for each Casa dei Bambini class, and they may be asking for your help as needed. Each year we are seeking parents of a new Casa dei

Bambini child to join the team in helping support the teachers and building the community. **Please let us know if you would like to volunteer to be a new Class Parent.** A number of parents have already offered to help – thank you!

You could also join one of the many subcommittees led by the PTA. You could assist students in the school Library, work on the Memory Book, or help organise annual fundraising events such as the School Picnic, Gala Dinner, or International Fair. Ideas for making more of IMS for your child are welcome. Please go to the PTA website <https://www.ims.edu.hk/our-ims-pta/> to learn more and sign up. You are most welcome to put in as much, or as little, time as you have available, whether it is a few hours a year or a few hours a month. Thank you in advance for your support!

The Parent-Teacher Association fee you are billed at the beginning of the year helps fund various projects sponsored by the PTA during the year as well as parent education sessions. All PTA funds are controlled independently by the IMS PTA.

The PTA hosts three evening PTA meetings during the course of the school year, and all parents are welcome to join. These are listed on the School Calendar.

Teachers are scheduled to help you learn more about the Montessori Method and other topics of interest to families as per the school calendar. This is a great place to meet other families, support the teachers & staff, and learn what you can do to make this an ever greater community.

If you would like to volunteer, please sign up through our website <https://www.ims.edu.hk/our-ims-pta/> or contact the PTA directly – pta@ims.edu.hk.

OTHER WAYS YOU CAN HELP IN ELEMENTARY

We are all looking forward to working with you in pursuit of a well-rounded education for your child. As you know, we encourage parents to get involved in making IMS a wonderful environment for your child. After your child has settled in, we encourage you to participate more actively in the life of the Elementary school.

In Elementary, we ask Class Parents to support the teachers in each of our classes, and they may be asking for your help as needed in your child's classroom. Each year we encourage the parent of a new child to join an existing class parent in helping in the class. **Please let us know if you would like to volunteer to be a new Class Parent.** A number of parents have already offered to help – thank you!

Elementary teachers need your involvement. Perhaps you can share a skill (knitting, sewing, a particular craft, etc.) or you can liaise with the teacher to talk to a group of children about your business. You can also consider helping to read with new readers, volunteering in the library or in the Campus garden, maybe helping support Going Out activities and field trips, or becoming more actively involved in the PTA.

Your Montessori Elementary Faculty Team

FORMS AND DOCUMENTS TO BE RETURNED TO IMS

Please ensure that the following documents and forms are completed and returned to IMS either via online form or in hard copy. Please complete and send the forms before **Friday 10 June 2022**.

- **IMS Parental Authorisation Form:** Please complete this **online form** as a consent for your child to participate in school activities and on various privacy aspects, including sharing of your child's pictures/videos in internal communication or external media, and releasing parents' contacts to the PTA and other members of your class, etc.
- **IMS Student Medical & Dietary Restriction Form:** Please complete this **online form** and upload a copy of your child's Vaccination Records. Please also upload a photo of your child, with a minimum of 300 dpi in full color on a white background. Please include your child's name in the file name of the photo.

Other Forms to be filled in / actions to be taken:

1. **Bus Registration Form** – Please return the form with the payment directly to Castle Brothers. Please note that bus forms received less than 30 days prior to the start of service usage may take additional time to arrange bussing. Parents are advised to contact the bus company as soon as possible to arrange service.
2. **School Uniform** – (please order on website <https://shop.ims.edu.hk>), or contact the PTA for used uniforms at pta@ims.edu.hk).

Please Note: The Hong Kong Government requires all students attending schools in Hong Kong to hold a valid proof or dependent visa for their stay in Hong Kong. Parents are required to provide the school with an updated copy of their child's dependent visa or any valid proof of the child's legal stay in Hong Kong as part of the enrollment process.