



WYCOMBE ABBEY SCHOOL
HONG KONG

Parent Handbook

Updated on 26 Feb 2021





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

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 1S	Ms. Snyders	luverne.snyders@was.edu.hk
Year 1W	Mrs. Benaglia-Wood	helen.benaglia-wood@was.edu.hk
Year 1D	Mrs. De Sousa	farrah.desousa@was.edu.hk
Year 2B	Mrs. Boss	rebecca.boss@was.edu.hk
Year 2M	Mrs. Mitchell	donna-marie.mitchell@was.edu.hk
Year 2T	Mrs. Tan	veronica.tan@was.edu.hk
Year 3H	Mrs. Harrison	emily.harrison@was.edu.hk
Year 4V	Ms. Vincent	jasmine.vincent@was.edu.hk
Year 5M	Mr. Mitchell	benjamin.mitchell@was.edu.hk
Year 6H	Mr. Haslam	matthew.haslam@was.edu.hk



Contact cont.

Specialty teachers' email addresses are shown below.

PE & ECAs	Mr. Ackerman	conrad.ackerman@was.edu.hk
Chinese	Ms. Chen	jenny.chen@was.edu.hk
Art	Ms. Waters	bridget.waters@was.edu.hk
iSTEAM	Mr. Janjua	shahzada.janjua@was.edu.hk
Music	Mr. Kim	joseph.kim@was.edu.hk
Drama	Ms. Rae	nicola.rae@was.edu.hk
SENCo	Ms. Sinnott	charlotte.sinnott@was.edu.hk

Change of Contact

Please keep your contact details up-to-date on our school database. Should you need to change your contact details, please email Mr. Liang.

Mr. Liang	evan.liang@was.edu.hk
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WYCOMBE ABBEY SCHOOL
HONG KONG

School Day Info.

2020-2021 Academic School Calendar



Please scan QR code to download.

Length of School Day

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

Absence

If your child is unable to attend school:

- 1) Please call and inform the Bus Mother.
- 2) Please email and phone the School and inform our Receptionist, Ms. Lau, that your child is unable to attend school on that day.

Receptionist

Ms. Lau

2129-7100

shirley.lau@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, diarrhoea 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.

School Nurse

Ms. Granado

2129-7108

leezel.granado@was.edu.hk

Receptionist

Ms. Lau

2129-7100

shirley.lau@was.edu.hk


Covid-19

During the Covid-19 crisis and until further notice, every pupil must bring their home temperature record form into school with them every day.

Pupils should wear a face mask while on school premises.



School Uniform

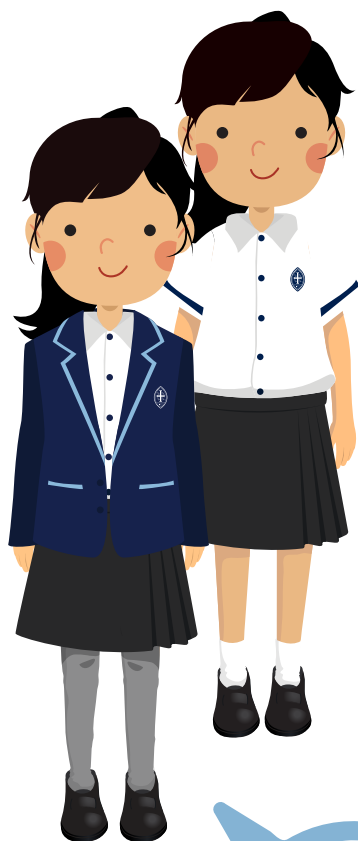
All items of uniform should be clearly named. 

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 providers. We do keep sample items of uniform at school if you wish to try them on your child for sizing purposes.

For Winter Uniform:

- Girls may wear grey or navy tights.
- Pupil can wear a plain white top under their shirt.
- Pupils can wear the school fleece jacket under their blazer for extra warmth.



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 in school.

Uniform shoes must be black leather shoes with no heels.





PE at School

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.

For Winter:

- Black or navy tracksuit bottom (optional)



Sports Cap may be worn when pupils are outdoor.



Sports shoes must be white with non-marking soles.





School Lunch

For the remainder of the school year, pupils should bring a healthy, packed lunch to school each day.

Please do not include, sweets, fizzy drinks, chocolate, or any kind of nut product in your child's break-time snack. Please note that our school is a **nut-free** environment.

Home-Packed Lunch and Snacks

Pupils are able to bring a healthy snack from home for break-time.

Please do not include, sweets, fizzy drinks, chocolate, or any kind of nut product in your child's break-time snack. Please note that our school is a **nut-free** environment.

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 about the school at any time of the day.



School Bus

The school has a Mandatory School Bus Policy. We would encourage parents to sign up to our School Bus, operated by Essex Services.

All pupils are required to declare their mode of transportation to and from school. Please complete and hand-in the Mandatory School Bus Policy Declaration Form to the office.

Mandatory School Bus Declaration form applications and school bus routes will be provided through your student checklist. Please contact Mr. Jason Yu for any questions you may have regarding our school bus services.

School Bus/Catering Coordinator

Mr. Yu

2129-7199

jason.yu@was.edu.hk

Parking at School

If you should ever need to drive to the School, please park in the “Smart Island South” multi-storey carpark (\$10 per hour) or in one of the local authorized 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.



WYCOMBE ABBEY SCHOOL
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Collecting Pupils

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

Parents who authorize other people to collect their children for them will need to request for a Student Pick-up Card. Everyone who collect a child will need to show the Student Pick-up Card in order to allow the school member of staff to hand the child to the care of a 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.

Please scan this QR code to submit Student Pick up card.



<https://forms.gle/b8GmPgWSDkFYegDJA>



Tuition fees

Annual Tuition Fees

Our Annual tuition fees for the 2020-2021 Academic Year are:

Year Group	Age of Child	Annual Tuition Fee (HK\$)
Years 1 to 5	5+ to 9+	HK \$188,000
Year 6	10+	HK \$198,000

**Books, teaching, and art materials are included in school fees. The cost of class trips, school bus fees, lunch and fees for after class 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 tuition fees attended by the pupil.
2. Tuition fee Invoices are emailed to Parents on or before 23rd of each month. Tuition fee 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.
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 name, student number and invoice number to finance@was.edu.hk
 - c. Monthly autopay (DDA) : please contact Mr. Ronnie Chan at finance@was.edu.hk



WYCOMBE ABBEY SCHOOL
HONG KONG

Communication

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

Mr. Evan Liang is PA to the Deputy Head. Mr. Liang is trilingual and will be able to assist you with any queries.

如需中文翻译, 请联系副校长助理梁先生: evan.liang@was.edu.hk.

Mr. Liang

evan.liang@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.


As we have several pupils with various allergies at the school, we are unable to distribute cake or sweets to children at School.






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	T1	L3	
Before 6.30am	Classes continue		School closed
During School Hours	Classes continue		Remain in school

Rainstorm Signal Hoisted	 Amber 黃	 Red 紅	 Black 黑
Before 6.30am	School open	School closed	
During School Hours	Classes continue	Remain in school	



Online Application 網上報名:

<https://essexbus.com.hk/wa>

Final Schedule (As of February 2021)

School Bus Guideline 校車須知

Below informations are for reference only. The actual time and locations will be confirmed by the bus company / bus driver. 以下資料只供參考，實際時間及地點以校車公司 / 車長與家長聯繫為準。

The bus stop / services time / bus fee may be subjected to review and change by school bus company for each of the academic year. 校車站/到站時間/車費將會每年由校車公司作出檢討及調整。

Dismissal buses will depart from WASHK at around 3.00pm. 放學校車將於約下午3時由威雅學校開出。

The school bus offers round trip services for the same pickup and dropoff point. 返學及放學位置相同。

The bus will depart at the scheduled time. Please wait at the bus stop **5 minutes in advance**. 校車會按時開出，請於上述時間**5分鐘前**到巴士站候車。

Drop-off time is for references and may be delay due to the traffic conditions or ECA arrangement. 下車時間或會因應交通情況稍作延遲或因應課後活動而有所調整。

The routes are set at the beginning of the year. Existing routes will be offer for moving or joining school part way through the year if space available.

行車路線將於每學年開始釐定，學生因搬遷或加入將會安排於現有站點上落。

Route 路線	Pickup Time 上車時間	Drop-off Time 下車時間	Collection Point 站點
1	06:55	15:30	Connaught Road West #16 干諾道西16號
1	06:55	15:25	Wing Lok Street 永樂街
1	07:15	15:20	Victoria Road #216 域多利道216號
1	07:20	15:15	Scenic Villas 美景臺
1	07:25	15:05	Phase 1, Bel-Air 貝沙灣 1 期
1	07:30	15:00	Phase 4, Bel-Air 貝沙灣 4 期
2	06:50	15:30	Tregunter Path 地利根德閣
2	06:50	15:30	Mcdonnell Road #11 麥當勞道11號
2	07:00	15:40	Borrett Road Roundabout 波老道(迴旋處)
2	07:05	15:10	Robinson Road #70 羅便臣道70號
2	07:15	15:20	Po Shan Road #8 寶珊道8號
2	07:20	15:05	Park Road #6 柏道6號
2	07:20	15:05	Centre St. B/S, Bonham Rd. / (Drop-off) (Opp.) Centre St. B/S, Bonham Rd. 般咸道正街巴士站 / (落車) 般咸道正街巴士站對面
2	07:40	15:00	The Belchers 寶翠園
3	06:40	16:15	Shan Kwong Road #8 山光道8號
3	06:50	15:55	Fortress Hill Road #28 炮台山道28號
3	07:05	15:45	Tai Hang Drive #23 大坑徑23號
3	07:08	16:00	Flora Garden, Chun Fai Road #7 春暉道7號, 慧景園
3	07:10	15:42	Cavendish Heights 嘉雲臺
3	07:17	15:22	Mount Butler Road #111 畢拉山道111號
3	07:25	15:25	Happy View Court 華景閣(樂景臺)
3	07:28	15:38	Broadwood Road #18 (Villa Lotto) 樂活道18號(樂陶苑)
3	07:28	15:44	Broadwood Road #2B (The Leighton Hill) 樂活道2B號(禮頓山)
3	07:41	15:08	Island Road #55 香島道55號
3	07:45	15:09	Island Road #34 香島道34號
4	06:50	15:50	Regalia Bay 富豪海灣
4	06:58	15:42	Cape Road #8 環角道8號
4	06:55	15:40	Carmel Road #12 佳美道12號
4	07:05	15:30	Repulse Bay Road #101, 109 淺水灣道101, 109號
4	07:05	15:30	Bellview Drive #3 麗景道3號
4	07:20	15:10	South Horizons MTR Station Exit A (Opp.) 海怡半島港鐵站A出口對面
4	07:25	15:03	Yue On Court 漁安苑
4	07:28	14:58	Sham Wan Towers 深灣軒
4	07:30	14:58	Larvotto 南灣



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The routes are set at the beginning of the year. Existing routes will be offer for moving or joining school part way through the year if space available.

行車路線將於每學年開始釐定，學生因搬遷或加入將會安排於現有站點上落。

Route 路線	Pickup Time 上車時間	Drop-off Time 下車時間	Collection Point 站點
5	06:35	16:10	Mayfair Garden 美景花園
5	06:45	15:53	Po Lun Street #1 寶輪街1號
5	06:50	15:58	Mei Foo Sun Chuen, 6 Glee Path 美孚新邨, 吉利徑6號
5	07:03	15:43	Fu Cheong Estate Bus stop / (Drop-off) Nam Cheong MTR Station Exit A 南昌鐵路站對面富昌邨巴士站 / (落車) 南昌鐵路站A出口
5	07:10	15:35	Harbour Green 君匯港
5	07:10	15:35	Imperial Cullinan 璫璽
5	07:10	15:35	Hoi Fan Road (Island Harbourview) 海帆道(維港灣)
5	07:10	15:35	Hoi Ting Road (The Hermitage) 海庭道(帝鋒皇殿)
5	07:20	15:25	The Coronation 御金國峰
5	07:25	15:05	The Waterfront 漾日居
5	07:26	15:06	Sorrento 擎天半島
5	07:27	15:07	The Cullinan 天璽
6	06:40	15:55	Caldecott Road #1 郝德傑道1號
6	06:50	15:45	Kowloon Tong MTR Station Exit F 九龍塘港鐵站F出口
6	06:55	15:40	Hereford Road #1 禧福道1號
6	07:05	15:35	Wylie Court 衛理苑
6	07:30	15:15	Greenville Garden 嘉苑, 肇輝臺
6	07:35	15:10	Hong Kong Parkview 陽明山莊
7	06:40	15:40	Island Resort 藍灣半島
7	06:55	15:30	Greig Road 鰂魚涌基利路 (近栢蕙苑)
7	07:10	15:20	Dragon Court 金龍台
7	07:15	14:55	Lockhart Road 駱克道
7	07:15	14:55	Gloucester Road #212 (The Gloucester) 告士打道212號 (尚匯)
7	07:20	15:05	Convention Plaza Apartments 會景閣

Wycombe Abbey School Hong Kong School Bus Services Area 2020-2021 香港威雅學校 二零至二一年度校車服務



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ECA Bus Service 課後活動校車服務

Route 路線	Departure Time (Ard.) (From School) 開車時間(約) (由學校開出)	Stop 停站數目	Bus stop point 停車站點
S1	4:00pm	01	Ocean Park MTR Station Exit B (Car park) 海洋公園港鐵站B出口 (停車場)
		02	Ap Lei Chau (Sham Wan Tower) 鴨脷洲 (深灣軒)
W1	4:00pm	01	Bel-Air Phase 4 貝沙灣第四期
		02	HKU MTR Station Exit C1 薄扶林道香港大學 C1 出口 小巴士站
S2	5:00pm	01	Ocean Park MTR Station Exit B (Car park) 海洋公園港鐵站B出口 (停車場)
		02	Ap Lei Chau (Sham Wan Tower) 鴨脷洲 (深灣軒)
		03	Wan Chai Fire Station 灣仔軒尼詩道消防局
W2	5:00pm	01	Bel-Air Phase 4 貝沙灣第四期
		02	HKU MTR Station Exit C1 薄扶林道香港大學 C1 出口小巴士站
		03	Shun Tak Centre Bus Terminus 上環信德中心巴士總站
		04	IFC Hong Kong Station (Drop-off area) 國際金融中心香港站 (落客區)
		05	City Hall mini-bus stop 香港大會堂 小巴士站