



Information for TIS 2016-2017 School Year Start Up (1)

I hope you are enjoying the summer break. The following information will assist all of us in having a smooth start to the new school year.

Important Dates

Monday, Aug 29

PK Interviews

Tuesday, Aug 30

G10-12 First Day of School

G7-9 Orientation Day

PK Interviews

Wed, Aug 31

G7-9 First Day of School

G4-G6 Orientation Day

PK Interviews

Thu, Sept 1

G4-G6 First Day of School

JK-G3 Orientation Day

PK (90 min) Staggered Entry

Friday, Sept 2

JK-G3 First Day of School

Mon, Sept 12

First Full Day for PK

1) There will be orientation days for **Grades 7-9** students on Tuesday, August 30 from 10:00am to 2:00pm and for **Grades 4-6** students on Wednesday, August 31 from 10:00am to 2:00pm. During these times, parents and students can drop by the school to check their class lists, meet their new teachers and see their classrooms. This is an informal drop-in format, where parents and students can find out about their new teachers, classroom routines, and expectations. Students are not expected to be at school for the whole time and parents should accompany their children at this time.

2) **Pre-Kindergarten** students will be following a staggered entry format again this year. Each Pre-K student and parent will be given an individual appointment with his or her teacher on August 29 to 31. Each child will then come to school in a small group on Sept 1 to 9. Individual schedule will be mailed out to each student later. If you have any questions please contact Ms. Jasinski. All Pre-K students will then begin regular classes on Monday, September 12.

3) Classes for students in **Grades 10-12** begin on Tuesday, August 30 with classes commencing at 8:25am.

4) Classes for students in **Grades 7-9** begin on Wednesday, August 31 with classes commencing at 8:30am.

5) Classes for students in **Grades 4-6** begin on Thursday, September 1 with classes commencing at 8:30am.

- 6) If you are planning on using the bus service to transport your child to school, please contact Chong Ou Travel Agency at 2835 7659 as soon as possible so that the bus routes can be set before the last week of August. You can also pick up bus service registration forms in the school office. To avoid any confusion about which bus your child rides on, Kindergarten and Elementary parents should let the school office and the child's homeroom teacher know the bus number. The bus number should be the same for morning pick up and afternoon drop off.
- 7) For families living in Coloane who would like bus service, please contact TIS office to register your children for the TIS bus service.
- 8) Kiss and Ride will begin on Thursday, Sept 1. If you wish to utilize the Kiss and Ride service, please drop by the school office to fill out a form. We will issue you a new Kiss and Ride visor tag and instructions on how it operates at that time. Kiss and Ride is for parents wishing to drop their children off at school without coming into the school themselves. Parents wishing to park their vehicles and enter the school should park in the parking lot adjacent to the MUST stadium. Parents/drivers should not double-park on the street in front of the school as this congests the traffic flow. Parents who used Kiss and Ride last year and wish to continue will need a new visor tag.

- 9) MUST entry permits – If you drive your child to school, please drop by the office to apply a MUST entry permit. One permit will be issued and must be placed on the vehicle’s windshield to be allowed entry to the MUST campus. According the university regulations, those who want an entry permit must pay a refundable deposit of 1000MOP for cars/vans or 500MOP for motorcycles. Parking will be limited to 2 hours. In case the parking permit is no longer needed, please claim the deposit refund accompanied with original receipt and permit. If parents require longer parking, they may request a special permit from the office. Current parking permit holders, please bring the permit and renew (no charge) in the office after Aug 21.
- 10) Parents have two options for student lunches: You can buy the lunch plan from “Future Bright”, our food service provider (see attached the lunch menu for September) or you can send lunch with your child in the morning. “Future Bright” will have representatives to TIS from Aug 22 at 10am to 5pm to answer all of your questions.
- 11) If you choose not to use the “Future Bright” lunch plan, then students must bring their own lunches. There are many insulating lunch containers available in stores that will safely store students’ lunches. Helpers will not be allowed into the school foyer at noon to drop off lunches. Take away food (ie. McDonalds) and restaurant deliveries are strongly discouraged at the school. If you wish to treat your child, you may make arrangements to pick up your child for lunch. Your cooperation is greatly appreciated.
- 12) Uniforms available at the school store.
- 13) Class lists and homerooms will be posted in the front foyer on August 30 for G7-9 while G4-G6 on August 31, JK-G3 on September 1. The school cannot entertain requests for specific teachers or classes.
- 14) A reminder that school fees can be paid using a variety of methods: You can pay at the school office using a credit card or cheque or pay over the counter at BCM. If you have any questions about fee payments, please contact our Accounts Dept. via email : accounting@tis.edu.mo.
- 15) If there have been any changes to your personal information, including address, phone number, work visa, or your child’s passport or Macau ID, it is very important to get this information to the school as soon as possible. We attached the registration form from the Macao Education and Youth Affairs Bureau (DSEJ) and a checklist for parents’ employment information. Please check and update the personal information and return to us as soon as possible. Also, please be sure that the office has your updated contact information, so that we can contact you throughout the school year if necessary.
- 16) **The school office is open all summer, so avoid the line ups at the start of the school year and come in early to take care of all the necessary paperwork.**

Enjoy the remainder of the summer. We look forward to working with you again this year! See you soon!



Mr. Howard Stribbell
Head of School



Mr. Christopher Coates
Secondary Principal



Ms Mary-Anne Jasinski
Elementary Principal