

TESLA Education

**Primary Years Programme
(PYP)**

**Parent-Student
Handbook**

TESLA – Our Story

TESLA Education, named after the visionary scientist Nikola TESLA, is a hub for innovative, holistic education in Vietnam. Since its founding in 2015, TESLA has been dedicated to shaping future-ready students with a strong ethical foundation, global awareness, and a passion for innovation.

Our campus in Tan Binh started with Early Years education and has since expanded to include Primary and Middle School programs. By the 2025-2026 academic year, TESLA will offer a complete educational pathway, including Senior Secondary School (Grades 10-12), providing students with a seamless journey toward academic and personal success.

TESLA blends the prestigious International Baccalaureate (IB) framework with the Vietnamese National Curriculum, offering students an education that is both globally recognized and locally rooted. Our mission is to empower young minds to dream big, think critically, and lead with purpose, guided by values of creativity, collaboration, and social responsibility.

CONTENTS

Part A. Welcome to the TESLA Journey

1. Head of School's Foreword
2. Vision and Mission
3. IB Learner Profile: Who We Are and Who We Strive to Be
4. The IB Journey at TESLA: From Curious Learners to Future Leaders

Part B. Everyday Life at TESLA

5. Who to Contact at TESLA
6. School Calendar & Daily Schedule
7. A Day in the Life of a TESLA PYP Student
8. Family Connections at TESLA
9. Attendance and Punctuality
10. What to Wear: TESLA Uniform
11. What to Bring: Stationery & School Supplies
12. Visiting Our Campus: Being Respectful Together

Part C. Learning and Growing Together

13. How We Learn at TESLA (PYP Overview)
14. Our Language Program (Vietnamese, English & Additional Languages)
15. Home Learning (Homework in PYP)
16. Using Technology Safely & Smartly
17. Doing the Right Thing: Academic Integrity for Young Learners

Part D. Wellbeing, Belonging & Enrichment

18. Student Support & Care at TESLA
19. Student Voice: Leadership, Choice, and Agency
20. Our Expectations: Kindness, Respect, and Positive Behaviour
21. After School Activities

Part A. Welcome to the TESLA Journey

Head of School's Foreword

'Believe in the boundless potential of every student'.

Welcome to TESLA Education. It is with great pleasure that I introduce you to our vibrant and dynamic academic community, where the boundless potential of every student is nurtured and celebrated.

At TESLA Education, we are committed to fostering an environment where students are encouraged to explore their passions, challenge themselves, and achieve more than they ever thought possible. Our mission is to provide a holistic education that not only focuses on academic excellence but also on the personal growth and development of each student.

As an educator with a diverse background, my journey has been dedicated to creating opportunities for young people to become ethical, compassionate, and globally-minded citizens. In today's interconnected world, it is essential that our students are equipped with the skills and values needed to make a positive impact both locally and globally. I firmly believe that TESLA Education is the place where these future leaders are shaped.

One of the unique aspects of TESLA Education is our deep respect for and integration of our own culture and heritage. We value the importance of the Vietnamese national curriculum, ensuring that our students remain connected to their roots while benefiting from an internationally recognized education. This dual approach allows our students to develop a strong sense of identity and pride in their cultural heritage, alongside the skills and knowledge needed to thrive in a global context.

From the early years to the final stages of Grade 12, our dedicated and progressive teachers are committed to guiding each student on their unique learning journey. Our comprehensive curriculum ensures that our students receive a well-rounded education that prepares them for the challenges and opportunities of the future.

Our students graduate with confidence, kindness, and a strong sense of purpose. They are brave enough to use their voices, wise enough to listen to their hearts, and strong enough to create lives of meaning and impact.

I invite you to explore all that TESLA Education has to offer and to join us in our mission to inspire and empower the next generation of leaders.

Sincerely,

Kim Peters
Head of School
TESLA Education

Vision, Mission and Core Values

Vision:

We envision a future where every student becomes a bold innovator, strengthening Vietnam through their contributions and leading globally with empathy and insight. Our school will be a hub of ideas that drive Vietnam's growth and inspire solutions for the world's challenges. We redefine education by blending local cultural pride with a global mindset, preparing students to shape a sustainable, inclusive future. In our environment, students explore the world beyond.

Mission:

At TESLA Education, we seek to ignite curiosity, break barriers, and empower students to think boldly, take risks, and lead the future with purpose and passion. We cultivate fearless learners who dream big, challenge conventions, and innovate to advance Vietnam's development while addressing global opportunities and challenges. We nurture future pioneers who hold fast to local traditions yet are ready to collaborate and lead in an interconnected world. Together, we create a community where creativity, collaboration, and a commitment to progress drive every learning opportunity, ensuring our students shape the future of Vietnam and the global stage.

Core Values

At TESLA Education, we foster innovation and leadership, anchored by our core values:

- Integrity: Upholding honesty, commitment, and accountability.
- Growth: Striving for excellence through active engagement.
- Caring: Valuing compassion and empathy, promoting wellbeing.
- Community: Embracing collaboration, open-mindedness, and global awareness.

Beliefs and Principles

We nurture a community of learners, recognizing each individual's potential. Lifelong learning begins with curiosity, inquiry, and personal growth through knowledge and skills acquisition. Our principles are:

- Engagement: Active involvement and self-awareness.
- Risk-Taking: Exploring new ideas, different perspectives, and learning from mistakes.
- Collaboration: Thriving in safe, positive, and caring relationships.
- Inclusivity: Engaging in meaningful, relevant, and challenging opportunities.

Intercultural Understanding

We promote intercultural learning and global citizenship that is inclusive, ethical, interconnected, and respectful of individual backgrounds and Vietnamese culture. We define intercultural understanding as: "International Mindedness starts at 'home' with a profound appreciation of Vietnamese and other cultures, our diversity, and recognition of our local and global responsibility as embodied in the International Baccalaureate (IB) Learner Profile."

Safeguarding Our Community

At TESLA, safeguarding is a shared responsibility and a core commitment. Aligned with IB philosophy and CIS standards, we ensure that every student learns in a safe, supportive, and respectful environment.

We promote the physical, emotional, and psychological wellbeing of all students through proactive policies, clear reporting procedures, and a culture of care and trust. All staff are trained in child protection and are committed to upholding the highest standards of student welfare.

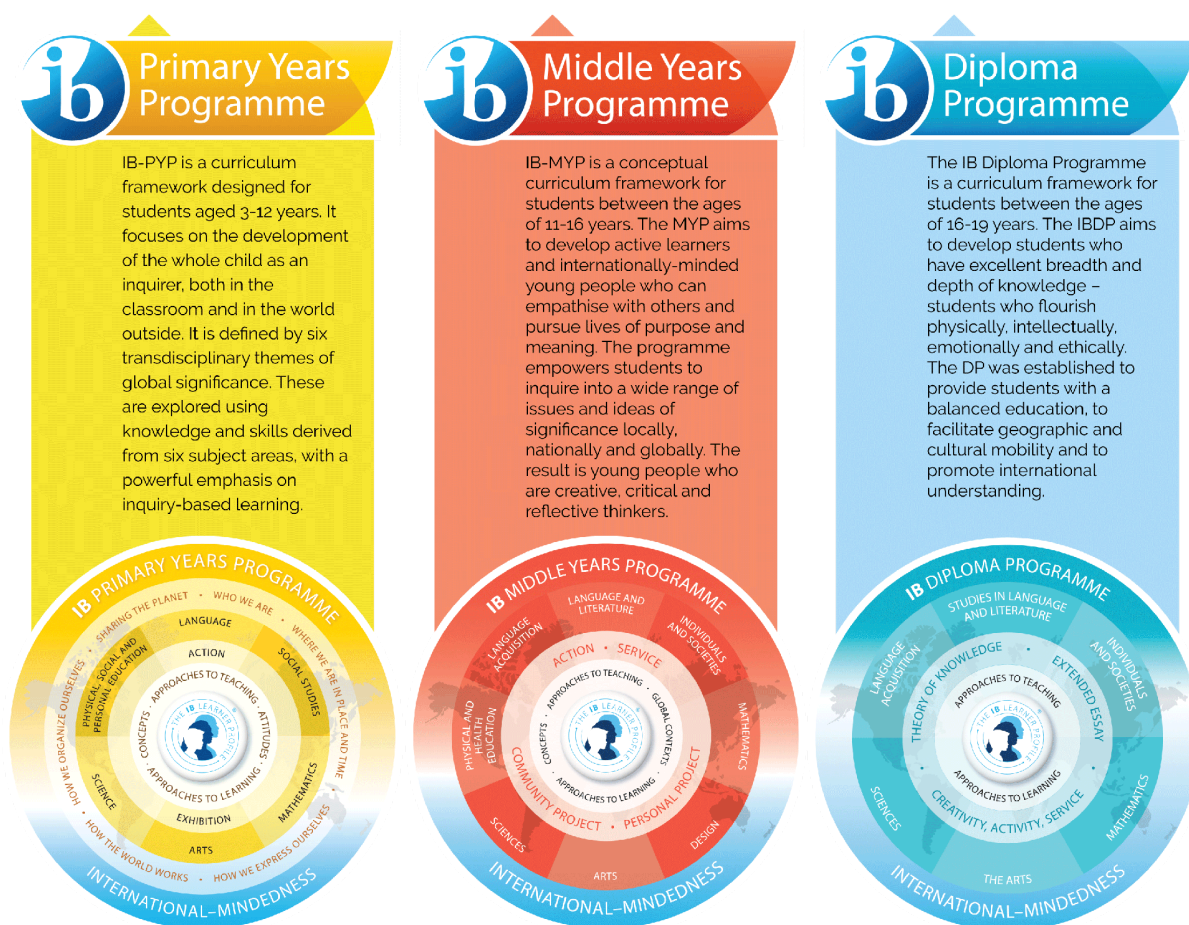
IB Learner Profile: Who We Are and Who We Strive to Be

Ms Tuyen, to design more child-friendly IB Learner Profile

The IB Journey at TESLA: From Curious Learners to Future Leaders

At TESLA, education is more than just a series of school years - it's a journey. We begin with the IB Primary Years Programme (PYP - Authorized), designed to nurture curiosity, creativity, and confidence in young learners. But this is just the start. TESLA is proud to offer a full IB continuum, including the Middle Years Programme (MYP - Candidate) and the Diploma Programme (DP - Candidate), ensuring your child's education grows with them, from their first questions to their future ambitions.

Through inquiry-based learning, international standards, and a strong connection to Vietnamese values, we prepare students not only to succeed academically but to thrive as responsible, compassionate, and globally-minded leaders of tomorrow.



Curriculum Standards by Subject Area

IB Primary Years Programme	
Subject	Bộ chuẩn chương trình học
English Language Arts	<i>US Common Core Standards (CCSS) – Emphasizes reading, writing, and analytical thinking for college and career readiness.</i>
Languages	<i>Delivered through the IB framework, with an emphasis on communication, intercultural understanding, and academic literacy.</i>

Mathematics	<i>Eureka Math (aligned to CCSS)</i> – Builds deep conceptual understanding through problem-solving and real-world application.
Science	<i>Next Generation Science Standards (NGSS)</i> – Integrates inquiry, engineering, and scientific practices.
Social Studies	<i>AERO Standards</i> – Promotes civic understanding, cultural awareness, and global responsibility.
Health & PE	<i>SHAPE Standards (USA)</i> – Develops lifelong fitness, wellness habits, and responsible decision-making.
The Arts	<i>National Core Arts Standards (NCAS)</i> – Encourages creativity and expression in visual arts, music, drama, and media.
ICT & Digital Literacy	<i>ISTE Standards</i> – Focus on digital citizenship, coding, design thinking, and ethical technology use.
Library & Research	<i>AASL Standards</i> – Support inquiry-based learning, information literacy, and a love of reading.
Vietnamese National Curriculum (MOET)	
Vietnamese Language	Develop listening, speaking, reading, and writing skills through familiar and practical topics; cultivate standard language use to help students communicate confidently and creatively.
Mathematics	Build a foundation in mathematics from arithmetic and measurement to geometry and problem-solving, fostering logical thinking and practical application skills.
Social Studies	Help students understand the natural and social environment around them, developing awareness of protection and appropriate behavior within the community.
Science	Encourage exploration and investigation of natural phenomena and human beings through simple scientific methods, enhancing observation and analytical skills.
History & Geography	Provide basic knowledge about historical processes and geographic features of Vietnam and the world, developing awareness of time, space, and cultural identity.

Part B. Everyday Life at TESLA

Who to Contact at TESLA

Contact Details:

Office Hours:	Monday – Friday, 7:30 am – 5.30 pm
School Address:	71B Hoàng Hoa Thám, Phường 13, Tân Bình Hồ Chí Minh 70000, The Socialist Republic of Vietnam
Telephone:	+84 984 948 080
Emails:	General Inquiry: TESLAcare@TESLA.edu.vn Admission Inquiry: admissions@TESLA.edu.vn
Website:	www.TESLA.edu.vn
Zalo OA:	https://zalo.me/4071252298302881756
Facebook:	https://www.facebook.com/TESLAedugroup/
Instagram:	https://www.instagram.com/TESLAeduvn/
LinkedIn:	https://www.linkedin.com/.../TESLA-school-vietnam/mycompany/
YouTube:	https://www.youtube.com/channel/UCvmKGGnpdW_fQv0Bv-C5How
TikTok:	https://www.tiktok.com/@truongibquocteTESLA

PYP Staff:

Staff	Subjects	Email Address
Mr Lucas	PYP Coordinator / G4 Homeroom	Lucas.Faisca@TESLA.edu.vn
Ms Ha	PYP MOET Leader / G5 Homeroom	ha.ttt@TESLA.edu.vn
Mr Mo	PYP-MYP Transition Specialist	Mohammed.Hussain@TESLA.edu.vn
Ms Sang	Grade 3-4 PYP MOET / Grade 3 Homeroom	sang.ntt@TESLA.edu.vn
Ms Nhi	Grade 1-2 PYP MOET / Grade 2 Homeroom	nhi.tlb@TESLA.edu.vn
Mr Ryan	Grade 1-2 PYP / Grade 1 Homeroom	Ryan.Rodriguez@TESLA.edu.vn
Ms Yen	Librarian and Information Literacy Teacher	yen.ntk@TESLA.edu.vn
Mr Quan	Music	Quan.vta@TESLA.edu.vn
Ms Truc	Visual Arts	truc.ntt@TESLA.edu.vn
Mr Hieu	Tech for Tomorrow	hieu.pnm@TESLA.edu.vn
Ms Diem	Physical and Health Education	diem.htn@TESLA.edu.vn
Mr Bao	Physical and Health Education	bao.nkq@TESLA.edu.vn

School Calendar & Daily Schedule

Academic Calendar

TESLA's academic year is divided into two semesters, with each semester consisting of two terms. The official school calendar, including important dates for examinations, holidays, and school events, is published annually on TESLA's website for parents and students to refer to. In addition, TESLA offers a Summer Program during June and July. The specific schedule for this program is announced at the end of each school year.

Timetable

A typical school day at TESLA includes eight periods, each lasting 45 minutes. Students attend school from Monday to Friday. Occasionally, additional classes or makeup lessons may be scheduled outside of regular school hours, depending on co-curricular activities or special events. Each student's individual timetable is provided by their advisory teacher and can also be accessed through TESLA's SharePoint or by contacting the Admissions Team.

Primary Years Programme	
Period	Time
Homeroom	8:00 - 8:15
Period 1	8:15 - 9:00
Period 2	9:00 - 9:45
Morning Break	9:45 - 10:00
Period 3	10:00 - 10:45
Period 4	10:45 - 11:30
Lunch & Break	11:30 - 12:30
Period 5	12:30 - 13:15
Period 6	13:15 - 14:00
Afternoon Break	14:00 - 14:15
Period 7	14:15 - 15:00
Period 8	15:00 - 15:45
Period 9 (After School Activities or Additional Class)	15:45 - 16:30

PRINT WARNING: Content is continually being revised. ALWAYS refer to the electronic copy for the latest version.



A Day in the Life of a TESLA PYP Student

Arrival & Departure

We want every child to start and end the school day safely and calmly. Students may arrive by school bus or be dropped off by parents. Please ensure your child arrives no earlier than 7:30 a.m., as supervision begins at this time.

- Upon arrival, students go directly to their classrooms, where teachers are ready to greet them.
- At dismissal, teachers escort students to designated pick-up points.
- Students taking the school bus are accompanied by a trained bus attendant.
- Students being picked up by parents wait in a supervised area until collected.

If your child takes the TESLA school bus, please register with the Admin Office. For safety, students must follow instructions from the driver and bus attendant at all times. Parents must contact the Admin Office directly (not through students) if there are any changes to daily pick-up or drop-off arrangements. Please note that students may not use electronic devices for games (phones, tablets, etc.) during the bus ride.

For details on bus routes and schedules, please contact the Admin Office.

Uniforms & Appearance: Looking Smart, Feeling Confident

Students are required to wear the appropriate TESLA uniform each day. Uniform options include formal school uniforms, PE uniforms, and house t-shirts. These items are available for purchase from the Administration Office.

Uniform Guidelines:

- Formal uniforms must be worn from Monday to Friday.
- PE uniforms are worn during physical education and after-school activities.
- School or PE uniforms are required for school trips.
- House t-shirts may be worn on assembly days.
- Students who wear glasses should use sports goggles during PE, swimming, or sports classes.

Meals & Nutrition: Healthy Bodies, Healthy Minds

At TESLA, we believe that healthy eating supports healthy learning. We are committed to student well-being and partner with a professional catering team to provide nutritious, balanced meals each day - breakfast, lunch, and snacks.

Our menu features a mix of Vietnamese and international dishes, designed to give students the energy they need to learn, grow, and stay focused throughout the day.

To support health, hygiene, and safety:

- Students may not bring food from home or outside sources.
- Monthly menus are posted in the dining hall, shared on our website, and available via the Admin Office.

- If your child has any food allergies or special dietary needs, please inform the school promptly. These children are permitted to bring their own lunch and snack. However, sharing food is not allowed.

We kindly ask parents **not to send high-sugar or high-carbohydrate snacks**. These items can contribute to childhood obesity, emotional imbalance, and poor concentration during learning time. Instead, we encourage healthy eating habits that promote consistent energy levels, emotional regulation, and overall well-being.

Together, we can help every child develop a positive relationship with food and build the foundation for a healthy future.

Learning Environment: Inspiring Learning Every Day

PYP students are placed in grade-level classes with peers of the same age. We do not use mixed-age classes, ensuring appropriate academic and social development.

With small class sizes and a supportive teaching team, we provide:

- Personalized learning
- Differentiated instruction
- Inquiry-based, engaging lessons in line with the IB PYP

Assemblies & Community Time

Students attend regular assemblies to celebrate learning, share ideas, and build confidence. These events often include student-led presentations, school news, and discussions that connect to global and local issues - all aligned with IB values such as respect, international-mindedness, and reflection.

Health, Safety & Student Care

At TESLA, your child's safety and well-being come first. Our Health Centre is staffed by a qualified school nurse, who is available throughout the school day to:

- Provide first aid and manage minor illnesses
- Monitor students' health during the day
- Administer medication in line with health regulations

We also offer regular health education sessions to promote good hygiene, nutrition, and healthy habits among students.

For the health of all members of our school community, any student showing signs of contagious illness - such as diarrhea, persistent coughing, unexplained skin rashes, or high fever—will be asked to stay at home or go home if symptoms appear during the school day. This ensures a safe and healthy environment for all.

If your child becomes unwell during the day, our school nurse will contact parents or guardians immediately. If a child's condition requires urgent care and parents cannot pick up within 1 hour, the

school will arrange hospital care for the child's safety. All medical costs will be the responsibility of the parents.

Emergency Procedures

TESLA has clear procedures in place to keep your child safe in all situations:

- All staff are trained in CPR and first aid
- We conduct regular fire evacuation and lockdown/earthquake drills
- Our fire safety systems are checked and maintained frequently

We are committed to ensuring that every student knows how to respond calmly and safely in an emergency.

Administrative Support

The Administration Office supports families with everything from transportation, uniforms, and school meals, to fee payments and general enquiries. If you have questions or need support, please don't hesitate to get in touch - we're here to help make your family's TESLA experience smooth and positive.

Family Connections at TESLA

At TESLA, we believe that strong schools are built on strong partnerships between home and school. Families are an essential part of our learning community, and we actively encourage parents to engage, contribute, and feel connected throughout their child's journey.

TESLA Parent Association (TPA)

The TESLA Parent Association (TPA) is a welcoming and inclusive group that brings parents, school leadership, and the broader community together. Whether you're new to TESLA or a returning family, the TPA offers opportunities to get involved, make connections, and help enrich the school experience for all students.

The TPA helps to:

- Support academic, social, and cultural programs for students
- Strengthen home-school communication through events and feedback
- Build a sense of belonging among families
- Ensure that parent voices are heard and valued in shaping school life

TPA opportunities include:

- Joining workshops on parenting, child well-being, and learning
- Volunteering at school events, celebrations, or charity drives
- Supporting fundraising for student activities and school improvement

Parent's Voice Matters

At TESLA, open communication is key to a positive learning environment. We are committed to listening and working collaboratively with families.

If you have a concern or feedback:

- Please contact your child's homeroom or subject teacher first (via TEAMS or email)
- If the issue is unresolved, you may contact the Programme Coordinator or the Head of School

Important:

We kindly ask parents not to address student-related concerns directly with other families. TESLA staff are here to support, mediate, and ensure a respectful and fair process for everyone involved.

We follow these guiding principles:

- Respectful and fair communication
- Timely response (within 2 working days)
- Clear follow-up and resolution path
- Ongoing reflection and improvement

TESLA House System - for Parents Too!

At TESLA, our House System isn't just for students - it's for families too! Parents are invited to join in school spirit by representing one of our TESLA Houses alongside their children.

Whether it's cheering at Sports Day, joining community service projects, or taking part in friendly competitions, your involvement brings joy and energy to the school community. Together, we celebrate teamwork, respect, and a shared sense of pride.

Attendance and Punctuality

Being present and on time is one of the most important habits for student success - not just at school, but in life. Every lesson builds on the next. At TESLA, we understand that sometimes life gets in the way - a traffic jam, a flooded road, or an unexpected situation. What matters is communication, honesty, and making school a priority.

Expectations

- Students should attend all school days unless there is a valid reason.
- Be on campus by 8:00 AM to begin the school day.
- Absences over 18 days in the school year may affect grade progression.

Being On Time

- Arriving after 8:15 AM is late.
- Three unexcused lates = one absence.
- Arrivals after 10:00 AM may count as a half-day absence.

Reporting Absences or Lateness

- Notify the school by 8:30 AM via phone, TEAMS, ManageBac, or email.
- Long-term absences need documentation. Sleeping in or taking family holidays is not considered an excused absence.

Frequent Lateness

- Repeated late arrivals without a valid reason will prompt a meeting. TESLA reserves the right to refuse entry if lateness affects others' learning.
- Repeated absences from class (including arriving late routinely) may put a student's enrolment at risk of termination.

Excused Absences

For an absence or lateness to be considered excused, **acceptable documentation must be provided** to the TESLA **within 3 days of the student's return to school**. Please see the list below for examples of excused absences, acceptable documentation, and unexcused absences.

Example of Excused Absence / Lateness	Acceptable Documentation
Personal Illness	Note or email provided by parent or guardian. If absent longer than 3 days, a medical certificate verifying the illness or conditions causing the absence must be provided.
● Family Emergency. ● Major road conditions or traffic. ● Medical appointments or other appointments with authorities (e.g. embassy). ● Participation in off-campus competitions or other similar events	Note or email provided by parent or guardian.

What to Wear: Uniform and Appearance Expectations

Our school uniform is more than just clothing — it's part of what connects us as a community. Wearing the TESLA uniform with pride helps create a sense of belonging and shows respect for our shared learning environment.

General Expectations

- Students must wear the correct TESLA uniform from Monday to Friday.
- Uniforms should always be clean, neat, and in good condition.
- PE uniforms are only to be worn during PE lessons, After School Activities (ASAs), or sports events.
- Special attire may be required for field trips or school events, as communicated by teachers.
- No facial studs or body piercings are allowed.
- Hairstyles should be clean and tidy. Extreme hairstyles or hair dye are not permitted.

Footwear Guidelines

- Students must wear closed shoes or sneakers.
- High heels and platform shoes are not allowed.
- Crocs and sandals may be permitted in certain settings if safe and appropriate.
- PE requires appropriate sports footwear.

Casual Day

On casual days, students are not required to wear the school uniform, but it is still a normal school day. Clothing should be:

- Neat, comfortable, and school-appropriate
- Free from offensive designs, slogans, or excessive decorations
- Closed shoes should still be worn for safety

If in doubt, please choose clothing that reflects respect for the learning environment.

What to Bring: Stationery & School Supplies

At TESLA, we encourage students to take responsibility for their belongings and come to school prepared for learning and activities. Below is a guide to essential items your child should bring:

Personal Items (All Grades)	• Plastic water bottle (labelled with name) • Personal hygiene items (e.g., tissues, hand sanitizer, comb) • Swimming gear for PE (on swimming days): Swimsuit, Swimming goggles, Swimming cap, Towel, Waterproof bag
Basic Stationery (All Grades)	• Pencil case • Pencils and erasers • Colored pencils or crayons • Highlighters (Grade 3–5) • Safety scissors and glue stick • Ruler • Blue or black pens (from Grade 4 upwards) • Teachers may provide an additional list based on grades or subject areas or projects. • Depending on the students' ASA choice, there might be an ASA-related item to be purchased.
Devices (From Grade 3–5 Only)	Students in Grades 3–5 may bring a personal device (laptop, iPad, or tablet) to support their learning in class. All devices must be used only for school-related tasks, under teacher supervision. Recommended Device Types: • Laptop (Windows/macOS) • iPad or tablet with keyboard and stylus (if possible) Minimum Device Specifications:

	• Screen Size: 10–14 inches • Processor: Intel Core i5 / AMD Ryzen 5 / Apple M1/M2 • RAM: At least 8 GB • Storage: 256 GB SSD or higher • Battery Life: 8–10 hours • Weight: Lightweight (under 1.5 kg) • Operating System: Windows, macOS, iPadOS, or Android (must support Microsoft Teams, Seesaw, and basic web tools) Important Notes for Parents: Please ensure your child’s device is protected with a sturdy case or cover. We strongly encourage families to install screen time monitoring or parental control apps to support safe and balanced use of devices at home and school (e.g., Apple Screen Time, Google Family Link, or Qustodio). All students must follow the school’s Digital Learning & ICT Use Policy.
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Toy from Home

At TESLA, we understand that toys can provide comfort and fun, but we also aim to maintain a safe, respectful, and distraction-free learning environment. The following guidelines help ensure all students can learn and play safely:

Allowed Items

- Comfort items (e.g., small plush toys or blankets) for younger children or students with emotional needs
- Educational toys or materials approved by teachers for class use or presentations
- Special toys for designated events or learning activities (with teacher permission)

Items Not Permitted

To protect student wellbeing, the following items are **strictly not allowed**:

- Items with sharp edges, small parts, or unsafe materials (metal, plastic, rough surface)
- Toys or games involving gambling (e.g., playing cards, betting tokens)
- Items with any sexual content, suggestive themes, or inappropriate imagery
- Extremely expensive toys that may be lost, damaged, or cause jealousy among peers
- Toys resembling weapons or with sharp/unsafe parts
- Noisy or disruptive toys, including those with flashing lights or loud sounds

Responsibility & Reminders

- TESLA is not responsible for lost or damaged toys brought from home
- All items should be clearly labeled with the student’s name
- If a toy is deemed inappropriate or disruptive, it may be collected and returned at the end of the day

If the parent is unsure whether a toy is appropriate, please check with your child's teacher or the school office.

Visiting Our Campus: Being Respectful Together

Reporting to the Admin Office

We appreciate that all visitors report to the main reception. Without talking to the admin staff, visitors are not allowed to walk into a classroom or other learning areas.

No Smoking

TESLA campus is a smoke-free zone, for the health and safety of the children, parents, staff, or visitors are not permitted to smoke on campus property or within 30 meters of the campus at any time. This is strictly enforced on and around the TESLA Campus.

Pets and Animals at School

Some people see their pets as members of their family, they often refer to them as their “fur baby” and involve the pet in a range of family activities and events.

Animals can be fun, entertaining, and educational, and children may learn a lot from them, but they also present potential risks. Children may have allergies, asthma, be immunocompromised, or have other health reasons, fears, phobias, and even religious reasons to not be near animals. Animals can carry diseases, be anxious or aggressive, and this can result in a variety of incidents, accidents, or injuries.

TESLA has a commitment and responsibility to the safety and well-being of all our students. Therefore, families should not bring any animal to the campus site at any time unless specifically authorized by the Programme Coordinator (or delegate), including drop-off and collection times. Only designated known therapy or assistance dogs are allowed onto the site only if authorised by the Programme Coordinator (or delegate).

People who bring animals to the TESLA grounds without approval will be asked to leave with the animal.

No Coarse Language & Inappropriate Actions

Coarse implies roughness, rudeness, or crudeness of spirit, behavior, or language. TESLA has a commitment and responsibility to the safety and well-being of all our students. People who use coarse language or show inappropriate actions at TESLA grounds - even if during their personal conversations on a mobile phone - will be advised and asked to leave.

No Photos / Video

Visitors should not take photos or videos of students at any time unless specifically authorized by the Head of School (or delegate). Only designated known professionals authorized by the Head of School (or delegate) are allowed onto the site to take photos or video of students.

Respect and cooperation from all visitors at the TESLA grounds are greatly appreciated.

Part C. Learning and Growing Together

How We Learn at TESLA (PYP Overview)

At TESLA, learning begins with curiosity. In our Primary Years Programme (PYP), students from Kindergarten (PYP Transition Class) to Grade 5 explore the world through meaningful questions, hands-on learning, and real-life connections. We focus on developing confident, caring, and internationally minded learners who are ready to grow as leaders in our fast-changing world.

What is the PYP?

The IB Primary Years Programme (PYP) is a global, inquiry-based curriculum framework for children aged 3–12. It helps students become:

- Inquirers who ask great questions
- Thinkers who solve problems creatively
- Communicators who share their ideas with confidence
- Caring and principled citizens of the world

How Do We Learn?

At TESLA, your child learns through transdisciplinary themes that connect subjects like English, Vietnamese, Math, Science, Arts, and PE in exciting and meaningful ways. Each unit of inquiry is designed to encourage students to:

- Explore topics that matter to them
- Learn how to research and work together
- Take action and make a positive difference

We believe that every child can grow as a leader and a lifelong learner - and we celebrate every step of that journey.

What Subjects Do Students Learn?

IB PYP Subjects

- Language (English and Vietnamese)
- Mathematics
- Science
- Social Studies
- Arts (Visual Arts and Music)
- Physical and Health Education
- Library and Informatic Literacy
- ICT is integrated across subjects

Vietnamese MOET Subjects:

To maintain cultural identity and meet national standards, students also study core subjects from the Ministry of Education and Training (MOET). This unique teaching and learning approach ensures students are rooted in their Vietnamese heritage while gaining access to international education pathways.

- Vietnamese Language
- Mathematics

- Social Studies
- Science
- History and Geography

The Six Transdisciplinary Themes

Learning in the PYP is organized around six globally relevant themes that guide **TESLA's Programme of Inquiry**:

1. **Who we are** – Exploring identity, values, and relationships
2. **Where we are in place and time** – Learning about history, geography, and change
3. **How we express ourselves** – Understanding emotions, creativity, and communication
4. **How the world works** – Investigating science, technology, and the natural world
5. **How we organize ourselves** – Looking at systems, communities, and decision-making
6. **Sharing the planet** – Addressing sustainability, conflict, and fairness

Each grade level works through 4–6 units of inquiry per year, aligned with these themes.

The IB Learner Profile

The IB Learner Profile is at the heart of all we do. These are the 10 key attributes we nurture in every student, helping them grow into thoughtful, kind, and balanced individuals. You'll see your child become more: Inquirer · Thinker · Communicator · Risk-Taker · Knowledgeable · Caring · Open-Minded · Principled · Balanced · Reflective

Approaches to Learning (ATL Skills)

Through every unit, students build **transdisciplinary skills** known as **Approaches to Learning (ATL)**. These life skills help students become more independent, organized, and effective learners:

- **Thinking Skills** – Critical, creative, and reflective thinking
- **Research Skills** – Planning, collecting, and analyzing information
- **Social Skills** – Respectful collaboration and communication
- **Communication Skills** – Listening, speaking, reading, writing, and presenting ideas
- **Self-Management Skills** – Time management, perseverance, and emotional regulation

Preparing for What Comes Next

The PYP lays the foundation for success in TESLA's Middle Years Programme (MYP) and IB Diploma Programme (DP). While your child is focused on discovery and fun in Primary School, they're also building skills in research, communication, and self-management that will serve them for years to come.

At TESLA, learning is a joyful journey - and your child is at the centre of it.

Our Language Program (Vietnamese, English & Additional Languages)

At TESLA, language is central to all teaching and learning. We view language as a vital tool for communication, identity, cultural understanding, and international-mindedness. Our Language Program supports the development of students as confident, caring, and capable communicators in a multilingual world.

Language Learning and IB Philosophy

As part of the IB Primary Years Programme (PYP), TESLA recognizes that:

- Language is integral to inquiry and thinking across all subjects.
- All teachers are language teachers, supporting students' communication in every classroom.
- Parents are essential partners in supporting students' language development.
- A student's mother tongue plays a critical role in shaping identity and supporting academic success.
- Multilingualism enhances empathy, intercultural understanding, and global engagement.

Language Pathways at TESLA

TESLA's Language Program is designed to help students **thrive in an international and Vietnamese context**, while fully aligned with PYP transdisciplinary learning. We provide structured pathways that recognize each child's unique language background and learning needs.

1. English Language (Language of Instruction)

- English is the primary language used across all subjects (except Vietnamese and additional language classes).
- Students develop communication skills in listening, speaking, reading, writing, and viewing.
- Teachers provide differentiated support, including English as an Additional Language (EAL), to ensure all learners can access the curriculum.

2. Vietnamese Language & Literature (Language of Identity and National Curriculum)

- Vietnamese is taught to all students to promote national identity and cultural understanding.
- For Vietnamese nationals, instruction aligns with MOET curriculum outcomes and PYP language goals.
- Vietnamese as an Additional Language (VAL) is available for international or non-native students, focusing on everyday communication, listening, and speaking.

Language in Practice: IB PYP Connections

- Language Learning: Students build foundational skills in speaking, listening, reading, writing, viewing, and presenting.
- Learning Through Language: Students use language as a tool to explore transdisciplinary units of inquiry.
- Learning About Language: Students deepen their understanding of how language works through grammar, structure, and vocabulary development.

English Language Support (EAL)

For students who are new to English or developing English proficiency, TESLA provides a supportive and responsive English as an Additional Language (EAL) program that aligns with the IB PYP philosophy of inclusion and personalized learning.

Our EAL program includes:

- Differentiated Instruction: Classroom teachers adapt learning tasks and provide scaffolds to ensure students can access the curriculum while developing their English skills.
- Targeted EAL Support: Students receive additional instruction in small groups or within the classroom setting, focusing on listening, speaking, reading, and writing.

- Ongoing Language Monitoring: Student progress is tracked regularly to ensure steady growth in English language proficiency.

MAP Growth Assessments:

To guide instruction and monitor progress, students in Kindergarten to Grade 5 take the **MAP Growth Test** three times a year. This internationally benchmarked assessment measures:

- Reading and vocabulary development
- Grammar and language usage
- Text comprehension and analysis

Based on MAP results, students are placed into **five levels of English proficiency**, allowing teachers to tailor learning support to individual needs and track each child's improvement over time. For further information, parents are encouraged to contact the PYP Coordinator or refer to the Primary English Achievement Standards.

Homework: Building Good Habits Early

At TESLA, we view homework as an opportunity to reinforce classroom learning, develop responsibility and independence, and foster positive learning routines at home.

In the Primary Years Programme (PYP), homework is designed to be:

- Connected to class learning and inquiry units
- Developmentally appropriate and manageable in time
- Flexible, encouraging family engagement and balanced routines
- Purposeful, focusing on reading, basic skills practice, and creative reflection

Goals of Homework in Primary

- Reinforce key concepts and skills
- Promote independent thinking and self-management
- Involve families in the learning journey
- Build confidence and curiosity beyond the classroom

Time Guidelines

- Grade 1–2: 10–15 minutes/day (reading + light practice)
- Grade 3–4: 15–25 minutes/day (reading + subject tasks)
- Grade 5: 30 minutes/day (reading, reflection, practice)

Note: Reading at home (in English, Vietnamese, or mother tongue) is encouraged every day.

Homework Club

Students who need extra support or time to complete homework may join the Homework Club, available after school Monday - Friday. This club provides a quiet, supervised space for focused learning and teacher support.

Need Help?

If your child is stuck or unsure, encourage them to:

- Ask their teacher during class or after school
- Send a question through TEAMS/ ManageBac/email (Grades 3–5)
- Talk with the Homeroom or EAL teacher for extra support

Using Technology Safely & Smartly

At TESLA, digital learning is an essential part of our educational approach. We integrate technology to enhance student engagement, support academic success, and develop essential 21st-century skills. This section outlines the platforms we use and our policies for responsible technology use.

e-Learning Platforms



ManageBac

ManageBac is a leading learning management system designed for IB schools. It helps students manage assignments, track deadlines, and receive feedback. ManageBac promotes self-organization and independent learning of students.



Duolingo

Duolingo is an interactive platform for language learning. It uses gamified lessons and adaptive exercises to build vocabulary, grammar, and listening skills. Students receive instant feedback and can track their progress toward fluency.



iXL Math

iXL Math offers interactive practice across various math topics and grade levels. With real-time feedback and personalized recommendations, students build a strong foundation in problem-solving and mathematical reasoning.



Khan Academy - Science

Khan Academy is a valuable resource for science learning. Through interactive lessons, videos, and practice exercises, students explore key concepts in physics, chemistry, biology, and more. It supports personalized learning and critical thinking.



E-Library

TESLA's E-Library provides access to a wide range of digital books, academic resources, and multimedia content. It supports independent study, encourages reading habits, and ensures students can access reliable information anytime.

Responsible Use of Technology at School

At TESLA, we use technology to support learning, build digital skills, and encourage responsible behaviour online. All students must use school devices (computers, tablets, internet, etc.) in a respectful and safe way.

What Is OK:

- Use your device **only for learning activities** approved by your teacher.
- Ask for help if you're unsure how to use a device safely.
- Keep your passwords private.
- Respect other people's work and privacy.
- Use your time online for reading, research, or school assignments.

What Is NOT OK:

- No gaming at any time during school hours - before school, during recess, lunch, or after school.
- No watching YouTube or other video platforms for games or game reviews during the school day.
- No social media, texting, or non-educational apps on campus.
- No sharing or copying other people's work.
- No changing or deleting files that are not yours.
- **No playing games as a "reward." This is strictly not allowed.**

Mobile Phone & Personal Devices:

- Students in Grade 3 and above may bring school-approved devices (such as iPads or laptops), if used only for learning.
- Mobile phones (if needed for after-school communication) must be turned off and stored safely during school hours.
- Smartwatches with calling, messaging, or internet capabilities are considered mobile phones and fall under the same restrictions. They must be turned off and stored safely during school hours.
- Unauthorized use of personal devices will result in confiscation and parental contact.

Supervision & Support:

TESLA staff may check student device use to ensure safety and support good choices online. Parents are encouraged to install **screen-time or parental control apps** at home to help build healthy digital habits.

If Technology Is Misused:

- The device may be taken away for a period of time.
- Parents will be contacted.
- Repeated issues may lead to further consequences or a review of device privileges.

Doing the Right Thing: Academic Integrity for Young Learners

At TESLA, we help students become principled learners who show honesty in everything they do. This means doing their **own work**, giving credit when they use other people's ideas, and being fair during class tasks or tests.

What Does Academic Integrity Mean?

Academic integrity is:

- Doing your own thinking and writing
- Telling others when you've used their ideas, pictures, or words
- Being fair in group work
- Following the rules during class activities, tests, and projects

What Should Students Do?

- Always try their best and do their own work
- Say where they got the information (books, websites, or people)
- Share fairly and work together kindly in group tasks
- Ask for help if they are confused about how to use ideas from others

What Should Students NOT Do?

- Copy a friend's homework
- Let others copy their work
- Use Google or AI to write their work
- Hide notes or use devices during a test
- Pretend someone else's work is their own
- Use work made by someone else (like a parent or tutor)

What Happens If a Student Is Not Honest?

We understand that mistakes help us learn. At TESLA, if a student breaks the rules by accident or on purpose:

- Teachers will talk to the student about what happened and why it matters
- Parents will be contacted
- Students may need to redo the task in an honest way
- For repeated issues, further actions will be discussed with the student, teacher, and parents

Parents Can Help By:

- Encouraging children to do their own thinking
- Talking about why being honest and fair is important
- Checking that children understand tasks and know how to find help
- Communicating with teachers if something is unclear

Part D. Wellbeing, Belonging & Enrichment

Student Support & Care at TESLA

Caring for Every Child: Student Well-Being and Support at TESLA

At TESLA, we believe that happy, confident children learn best. Our Student Care Services aim to support every child's emotional, social, and academic development - helping them grow into balanced, caring, and principled learners.

Social–Emotional Learning (SEL) and Classroom Well-Being

All PYP students are supported through a proactive and age-appropriate Social–Emotional Learning (SEL) program, integrated into classroom life and assemblies. Teachers guide students in:

- Making and keeping friendships
- Understanding and expressing emotions
- Solving problems peacefully
- Developing empathy, confidence, and resilience
- Respecting themselves and others

In-class strategies may include role play, circle time, story-based discussions, and reflection journals.

Well-Being Support & School Counselling

For students who need extra emotional or behavioural support, TESLA provides:

- Access to our Primary Well-being Counsellor (PYP Coordinator and MOET Lead) for individual or small-group support
- Referral support system from teachers or parents for students showing signs of stress, anxiety, friendship issues, or behavioural difficulties
- Collaborative plans with families and teachers to support a child's well-being
- Safe and quiet spaces for children who need time to self-regulate during the school day

All support respects student confidentiality and is designed to empower the child, not label them.

Upper Primary Guidance (Grades 4–5)

Students in Grades 4–5 receive additional guidance to help them manage:

- Physical and emotional changes (pre-adolescence)
- Digital responsibility and peer influence
- Healthy friendships and respectful behaviour
- Beginning to understand puberty and self-image (age-appropriate and inclusive)

Parent Support: Learning Together as a Community

We believe strong partnerships with parents are key to student success. TESLA offers:

- Parenting Workshops and Seminars: Topics may include first-time parenting, digital wellness, emotional coaching, managing transitions, and preparing for adolescence
- Coffee Mornings & Q&A sessions with experts and academic leaders to keep parents informed and involved
- Parent tip sheets and newsletters aligned with class SEL topics to support learning at home

Additional Student Services

To promote a holistic and inclusive school experience, TESLA also provides:

- Peer Mentoring Programs for new students or students needing social support
- Learning Support Team for students who may benefit from extra academic scaffolding or accommodations
- Health and Nutrition Advice in collaboration with the school nurse and dining services
- Child Safeguarding Protocols aligned with IB and CIS standards

Student Voice: Leadership, Choice, and Agency

At TESLA, we believe that even our youngest learners can lead with kindness, courage, and purpose. In the Primary Years Programme (PYP), student voice, choice, and ownership are central to learning. Students are encouraged to ask questions, share ideas, take initiative, and make meaningful contributions to their class and school community.

Leadership Opportunities for PYP Students

Throughout the school year, TESLA students are empowered to grow as leaders through a variety of experiences, including:

- Classroom Jobs and Responsibilities
- Sharing Learning during Assemblies
- Planning and Presenting School Events
- Peer Mentoring and Buddy Activities
- Making choices in their learning through inquiries and projects

These opportunities help students develop confidence, responsibility, and pride in their contributions.

House System: Belong, Compete, Celebrate

Every student is part of one of TESLA's four Houses, creating a sense of community and belonging. House events across sports, arts, academics, and service help students:

- Work together in teams
- Show good sportsmanship
- Celebrate effort and achievement
- Develop leadership and collaboration skills

Learning Beyond the Classroom

Field Trips and In-School Camps extend learning into the real world. These hands-on experiences connect classroom learning to local culture, nature, and society. Activities are purposeful, safe, and developmentally appropriate for each grade level, and often include:

- Visits to museums, farms, or local landmarks
- Nature-based exploration
- Creative in-school events and simulations
- Team-building and inquiry-based camps (Grades 4–5)

Service Learning: Caring in Action

Service Learning is a core part of the PYP and helps students take action to make a positive difference. Even small acts, like helping a classmate, raising awareness, or supporting a local cause, are valued as meaningful contributions.

Primary students develop empathy, responsibility, and a sense of global citizenship through activities that:

- Build awareness of community needs
- Encourage kindness and inclusion
- Involve student-led ideas for helping others
- Promote reflection on how their actions can make a difference

Service learning at TESLA empowers young learners to become caring, thoughtful, and active members of the world.

Our Expectations: Kindness, Respect, and Positive Behaviour

At TESLA, we believe that positive behaviour is essential for a safe, respectful, and inspiring learning environment. Our expectations are grounded in the IB Learner Profile and ATL skills, helping students grow into principled, caring, and reflective individuals who take responsibility for their learning and actions.

Student Expectations

TESLA students are encouraged to demonstrate the following behaviours across all areas of school life:

Caring & Respectful

- Use kind and inclusive language.
- Treat others with empathy and compassion.
- Respect school property and the environment.

Principled & Accountable

- Be honest and take responsibility for your actions.
- Submit your own work and meet deadlines.
- Follow school rules, including mobile phone and uniform policies.

Reflective & Thoughtful

- Think before you act and consider the impact on others.
- Learn from mistakes and seek feedback.
- Respect different perspectives and ideas.

Communicators & Collaborators

- Listen actively and speak respectfully.
- Work effectively in teams and support your peers.
- Share ideas clearly and confidently.

Balanced & Self-Managed

- Arrive prepared and ready to learn.
- Manage your time and emotions effectively.
- Ask for help when needed and take care of your well-being.

Anti-Bullying

At TESLA, we are committed to creating a safe, respectful, and inclusive learning environment. Guided by IB values of empathy, integrity, and intercultural understanding, we do not tolerate bullying in any form. Students, staff, and families work together to promote kindness, stand up against harmful behavior, and support those affected.

Student Behaviour and Positive Support

At TESLA, we believe that young learners grow best in a caring and respectful environment. Discipline is not about punishment. It's about helping students learn from their choices, take responsibility, and become principled and caring individuals, as guided by the IB Learner Profile.

Our Approach: Positive Discipline

We use a Positive Discipline approach that is kind, clear, and supportive. It helps students learn the why behind rules and how to make better choices next time. Teachers work closely with students and families to guide behaviour through empathy, consistency, and solution-focused strategies.

Goals of Our Behaviour Policy

- Create a **safe and respectful** school for everyone
- Support children in becoming **responsible and reflective**
- Use discipline as a way to **teach skills, not give punishments**
- Partner with families to support each child's **personal and social growth**

How We Respond to Behaviour

We recognize that all children are still learning how to manage their emotions, solve problems, and work with others. Our responses are developmentally appropriate and guided by the student's age, needs, and context.

Level 1: Everyday Support

Handled by the classroom teacher:

- Clear reminders and expectations
- Positive reinforcement and praise
- Calm redirection and quiet conversations
- Visual schedules or signals
- Restorative conversations and cool-down time

Level 2: Extra Support

When patterns emerge or more help is needed:

- Behaviour support plans
- Small group skill-building (e.g., friendships, self-regulation)
- Parent meetings and goal setting
- Regular check-ins with a counsellor or teacher

Level 3: Serious or Ongoing Issues

For serious incidents or repeated misbehaviour:

- Meetings with leadership
- Individual support or behaviour contracts

- Temporary removal from the classroom to a supervised learning space
- Referral to external support services (if needed)

Communication with Families

We believe families are key partners in supporting student behaviour. Teachers will communicate early and often if concerns arise, and work together with parents to create a positive plan of action.

Important Note on Serious Breaches

Behaviours such as **physical aggression**, **bullying**, or **serious disrespect** are treated with urgency and care. The school will act in the best interests of the safety and well-being of all students. Consequences will always be age-appropriate, fair, and focused on learning and repairing harm.

After School Activities (ASA)

ASA program (After School Activities) fuels students' learning by stimulating creative thought, improving their social and organizational skills, developing their interests and talents, and many other learning benefits. Here is the list of ASAs for the 2025-2026 academic year.

EC	Benefits
Public Speaking & Debate (Upper PYP)	TESLA's Public Speaking & Debate program empowers students to communicate with clarity, confidence, and purpose. Through engaging activities such as structured debates, persuasive speeches, and peer feedback, students sharpen their critical thinking, oral communication, and argumentation skills. Students also have opportunities to participate in local and international debate competitions, allowing them to apply their skills in real-world settings, represent TESLA on wider platforms, and connect with like-minded peers around the globe.
Sports	TESLA offers a dynamic and diverse Sports Program across all four terms, giving students the opportunity to explore a wide range of athletic activities—from racquet sports and water sports to self-defense, team sports, and trending fitness activities. Our program is designed to support physical development, teamwork, and student wellbeing, while connecting learners to local competitions and community sporting events.
Music	TESLA's Music Program offers students a dynamic platform to explore and develop their musical abilities through Band, Choir, and Musical Theatre. Whether singing, playing instruments, or performing on stage, students engage in collaborative music-making that nurtures both technical skill and artistic expression. The program fosters confidence, discipline, and a deep sense of belonging, while performances throughout the year—both in school and at community events—provide authentic opportunities to shine. Students also gain an appreciation for diverse musical genres and the power of music to connect people across cultures.

Arts	Arts provides students with the opportunity to explore and enhance their artistic talents through various mediums such as drawing, painting, sculpture, and digital art. Participants develop technical skills, creativity, and an understanding of visual composition while learning to express their ideas and emotions through art. This activity fosters critical thinking, problem-solving, and attention to detail as students experiment with different techniques and materials. Beyond artistic growth, engaging in visual arts enhances self-expression, cultural awareness, and a sense of accomplishment, inspiring a lifelong appreciation for the arts.
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Links with TESLA Policies

The TESLA Parent-Student Handbook works in tandem with our existing policies which can be found on our website. If in the event that any Vietnamese Laws, agreement(s) or policies are in disagreement with the contents of this Handbook then they will overrule this Handbook.