



The International School
OF MACAO | 澳門國際學校



KINDERGARTEN

STUDENT HANDBOOK 2026 - 2027

CONTENTS

<u>WELCOME TO TIS</u>	<u>3</u>
<u>KINDERGARTEN DAILY ROUTINES</u>	<u>3</u>
<u>ATTENDANCE</u>	<u>4</u>
<u>SCHOOL RULES</u>	<u>5</u>
<u>SCHOOL UNIFORM</u>	<u>6</u>
<u>KINDERGARTEN ASSESSMENT & REPORTING POLICY</u>	<u>6</u>
<u>HEALTH & SAFETY</u>	<u>6</u>
<u>SCHOOL SERVICES</u>	<u>7</u>
<u>TRANSPORTATION</u>	<u>7</u>
<u>STUDENT SERVICES</u>	<u>8</u>
<u>HOME & SCHOOL COMMUNICATIONS</u>	<u>9</u>
<u>OTHER USEFUL INFORMATION</u>	<u>10</u>
<u>SCHOOL CONTACTS</u>	<u>11</u>

WELCOME TO TIS

The TIS Student Handbook serves as a reference guide to life at the International School of Macao. It provides both parents and students with general information about daily routines, school services and policies & procedures.

KINDERGARTEN DAILY ROUTINES

KINDERGARTEN SCHOOL HOURS

8.25 a.m. – 3.05 p.m.

SETTLING-IN PERIOD

At the beginning of the new school year at TIS, a staggered entry is offered to children when they start in the Pre-Kindergarten class. The children are gradually integrated into their Pre K class to allow them to settle in and familiarise themselves with their surroundings, including their new teachers. From experience, a staggered entry is an effective way to ensure that Pre-K children have a relaxed and enjoyable start to their Kindergarten experience. Therefore, it may take two weeks before all of the children have been settled into Pre-Kindergarten.

KINDERGARTEN TEACHERS

Each classroom has a certified teacher and at least one educational assistant. All Kindergarten students have daily Mandarin instruction and participate in daily physical activities.

PARENT DROP-OFF

Pre Kindergarten

Supervision by TIS staff begins at 8:20 a.m. in the classrooms. Teachers will open the glass doors at 8:20 a.m. Children **must not** be dropped off and left unsupervised without an adult before 8:20 a.m.

Senior Kindergarten/Junior Kindergarten

Upon arrival, parents line up outside in the designated area at the main entrance between 8:00 and 8:15 and will proceed with their children to the MPR3 at 8:15. The students will join their teachers and walk to their classrooms as a class prior to 8:25 a.m. each morning. Bus and Kiss 'N Ride children will be taken to the MPR3.

Rain Days: If it is raining in the morning, all JK and SK classes will go to MPR3 to be supervised until 8.25 a.m., and PK students can go to their classrooms directly from 8:00 a.m.

PARENT PICK-UP

All Kindergarten parents wait at the Kindergarten doors on the 2nd and 3rd floor until 3.00 p.m. When the doors are opened, parents may go to the classrooms to pick up their children. All parents/guardians are required to show their ID to pick up their child.

Changes to Pick-Up Routine: Please inform the homeroom teacher of any changes to the usual pick-up procedure for your child. If the change is for that day, parents must call and inform the office directly. In this case, children can only be picked up from the classroom and not from Kiss 'N Ride or the bus.

RECESS & BREAKS

Children are given 2 regular outside break times throughout the day. On rainy days, children stay in the classrooms to play.

LUNCH

All TIS students eat lunch at school. Kindergarten children eat lunch in their classrooms and are supervised by school staff. Students may bring a home lunch or may participate in the school lunch program offered by the designated food services operator. Lunch orders are done on a monthly basis.

Home lunches may be dropped off at the front lobby as follows: PK by 10:45 a.m., JK by 11:15 a.m. and SK by 11:45 a.m.

Students are not allowed to leave the school campus at lunchtime to eat elsewhere.

Note: TIS is a “Nut Aware” School

Student safety is always our first priority. Some of our students have severe allergic reactions to nuts, and they also pose a choking hazard for our younger students. Some classrooms may be classified as “nut-free” if there is a child in the class with nut allergies. Parents will be made aware if their child’s class is a “nut-free” classroom and will be asked to refrain from sending peanuts (or other nut products) to school with their children.

CLOSED CAMPUS

TIS is a closed campus. Students are not allowed to leave the school campus during school hours unless accompanied by a teacher or signed out by a parent/guardian. All parents are required to register for a Parent ID badge that must be worn at all times on the school campus. Additionally, students from other schools are not permitted on campus unless they are here for a school activity or if they have permission from the Principal or Vice-Principal.

ATTENDANCE

Attendance is a key factor in student success. All absences and late arrivals affect student progress and achievement. It is the parents' responsibility to ensure that children attend school regularly and punctually. When a teacher believes that poor attendance or late attendance are affecting a student's achievement, the teacher will arrange a meeting with the parent/guardian to discuss the problem.

Whenever possible, parents should notify the homeroom teacher and school office of an absence before it occurs. A child who is sick must stay home for his/her own benefit and to avoid spreading the illness. Parents are to contact the nurse or first aid attendant regarding medicine that is to be administered.



SCHOOL RULES

The school believes that good student behaviour is necessary for a safe and effective learning environment. Therefore, there are guidelines for behaviour in the Student Code of Conduct. These guidelines are based upon the consideration of the safety, respect for others, and the provision of an environment conducive to learning and personal growth.

Students may only participate in activities that do not infringe on the rights, feelings, or safety of others. Tackle games, tripping, play fighting, and other forms of rough play are not acceptable. Students are expected to walk through the school building in a safe and orderly manner. There is no running in the corridors or on the stairs.

Parents are encouraged to have their child walk through the hallway and not be carried by parents or guardians.

Children may use the elevator only if accompanied by an adult.

It is an expectation that students adhere to the [Student Code of Conduct](#).

OUTDOOR PLAY - Students in Pre K to Grade 6 must wear a hat while outside. If a child does not have a hat, he/she spends the recess in the designated shaded area.

SCHOOL UNIFORM

UNIFORM POLICY ENFORCEMENT

School uniforms are compulsory for all students. The uniform policy is to be enforced during school hours or when students are on the school premises (unless specific activity permits).

Uniforms can be purchased at the school uniform shop located in the North Wing, Room 1540.

Information about uniform guidelines and which items should be purchased can be obtained from our school office and from [our website](#).

KINDERGARTEN UNIFORM (BOYS & GIRLS)	
WINTER UNIFORM	Long Sleeved TIS Polo + Black Sweatpants/Skort + Running Shoes
SUMMER UNIFORM	Short-Sleeved TIS Polo + Black P.E. Shorts/Skort + Running Shoes
Outerwear	TIS Vest OR TIS Jacket TIS backpacks are considered part of the school uniform
Formal Uniform	(PK-JK) Short or long sleeved TIS polo + Black shorts/skort/pants + Black shoes (SK) For graduations, school photos and formal events. TIS White shirt + Black skort/pants + Black shoes

KINDERGARTEN ASSESSMENT & REPORTING POLICY

TIS uses an outcome based system in each grade to assess and report on student learning. Kindergarten students are assessed using clearly defined learning outcomes reporting the most recent, consistent levels of performance. The learning outcomes are reported according to the child's recent ability to consistently meet the specific learning goals in the curriculum using the following scale:

- Excelling
- Meeting
- Approaching
- Not Yet
- IEP

Further information can be found in the [TIS Student Assessment, Evaluation and Reporting](#) policy.

HEALTH & SAFETY

FIRST AID/ILLNESS

A nurse or first aid attendant is on staff during regular school hours. If a student is injured or feels ill, they will be taken to the First Aid Office. An assessment will be made and treatment provided as necessary. Parents will be notified if the illness/injury warrants examination by a doctor and/or the student needs to leave the school early. Parents will be contacted and asked to pick up sick or injured children.

Students with a temperature of 37.5C or higher must remain at home or will be sent home from school if the temperature persists.

ROAD SAFETY

TIS experiences heavy congestion before and after school. Please use the designated crosswalks (zebra crossings) and drop-off areas at all times. Drivers are reminded to practise extra care, drive slowly, and follow the directions given by staff directing traffic flow.

SCHOOL SERVICES

LIBRARY

The Elementary Library (Pre-K to Grade 6) on the third floor of the North Wing is open from 8:00 a.m. to 4:00 p.m. Monday to Friday. The library staff are happy to help students locate and use resources for study purposes or locate a book to meet individual interests.

Parents are encouraged to visit the elementary library with their children before and after school. Children cannot be in the library without parental supervision. There is a parent section with

materials that may be of particular interest to parents. If parents wish to sign out books, they must set up their own account at one of the library circulation desks.

FOOD SERVICE

The School's food service provider oversees our on-site food for students. Meals are overseen by an executive chef and must be approved by a nutritionist. Meal choices include Western-style food, Asian-style food and a variety of other healthy options. An order form for choosing meals is provided for parents and students every month. For details, please click [here](#).

SCHOOL STORE

Uniforms, backpacks, hats, scarves, lanyards, mugs, pens, USB's and TIS School Spirit merchandise can be purchased at the school store located in the North Wing, Room 1540.

LOST and FOUND

A school wide lost and found box is located next to the security desk in the SW lobby. Items are kept for two weeks. Expensive items are held in the school office. Please ensure every article of clothing is clearly labelled with the child's name and class.

TRANSPORTATION

SCHOOL BUS

TIS has arranged for door-to-door service provided by a reputable company at reasonable rates, paid directly by families using the service. [Registration forms are available on the school website](#) and in the school office. PK students must be brought to school for the staggered start. PK students can take the bus on their first full day of school.

DROP OFF & PICK UP

The Kiss 'N Ride program provides a queuing service to safely drop off and pick up students. Parents need to request this service from the classroom teachers and register for the Kiss 'N Ride program by completing the [appropriate documents available on the school website](#) or at the school office.

TIS staff members in hi-visibility vests will be directing traffic during morning drop off and afternoon pick-up; please follow their directions at all times to ensure the safety of TIS students, parents and staff.

PARKING

To ensure the safety of all students, parents are asked to adhere to the following guidelines:

1. Please refrain from double parking on campus.
2. Utilise parking spots available on campus.
3. Follow the instructions of our dedicated staff members who assist with traffic management.

In case of parking violations, Campus Security reserves the right to issue warning and/or to apply wheel clamps. Vehicle owners will be responsible for fees and fines.

ENTRANCE & PARKING PERMITS

All vehicles entering the MUST campus must display a MUST entrance/parking permit. TIS provides one permit per family free of charge. [Forms are available on our school website](#) or at the school office.

STUDENT SERVICES

STUDENT SERVICES DEPARTMENT

The main role of the Student Services Department is to act on the student information provided by teachers so that students can be fully assisted and supported in their academic, social and emotional well-being while at TIS.

COUNSELLING SERVICES

Counselling is provided to enhance students' self-efficacy, ability to cope with daily stress, self-empowerment, and positivity to life. Counsellors also help students to improve interpersonal relationships and facilitate better emotion regulation. Our counsellors are fluent in English, Portuguese, Cantonese, and Mandarin.

EXTRA-CURRICULAR ACTIVITIES (ECA) - (JK and SK only)

Extra-curricular activities are a fun and important part of going to school. TIS provides many opportunities for JK and SK children to get involved.

SK sessions are offered in Terms 1, 2, and 3, and JK sessions are offered in Terms 2 and 3. There are also outside agencies that provide additional activities at or near our school, and additional costs for these activities are arranged directly with the provider. For any ECA enquiries, please email the activities team at activities@tis.edu.mo.

AFTER SCHOOL ENGLISH TUTORING (ASET) Program (SK only)

After School English Tutoring (ASET) support is a program designed to assist language learners in

small group settings. The classroom teachers, in collaboration with the EAL Coordinator, may recommend that students take part. Participation is mandatory for some students.

HOME & SCHOOL COMMUNICATIONS

EMAIL

Teachers use email for formal communications with families. Parents are welcome to email teachers with questions, comments, or requests for meetings.

PowerSchool - Student Information System

PowerSchool is our primary student information system that supports several essential functions:

- **Report Cards:** Report cards are generated and shared with parents/guardians and students via PowerSchool at the end of each term.
- **Attendance:** Daily attendance is taken using PowerSchool, ensuring accurate tracking of student presence.
- **Behaviour Management:** Teachers also use PowerSchool to log and monitor student behaviour, promoting accountability and positive conduct.

Parents/Guardians and students will receive login credentials to access PowerSchool. Please check this platform regularly for updates related to attendance, grades, and term reports.

[ManageBac](#) - Unit Planning and Digital Portfolios

ManageBac is a key platform used for curriculum planning. At TIS, we use it for the following functionalities:

- **Unit Planning:** Teachers use ManageBac to design and share unit plans. Students and parents/guardians can view learning objectives, expected outcomes, and timelines.
- **Digital Portfolios:** Digital portfolios are stored on ManageBac, highlighting selected learning processes and products to showcase from Units of Inquiry. This portfolio moves up with your child, culminating in their completed portfolio at the end of Primary school.

TIS SOCIAL MEDIA PAGES

At TIS students and parents can stay connected and informed of School events via our social media platforms. Below are some recommended social media addresses to follow.

Facebook

The International School of Macao
@TISMacao

TIS Tigers
@tistigers

TIS Alumni
@MacaoTISAlumni

Instagram

The International School of Macao
@tismacao

TIS Tigers
@tistigers

TIS Volunteer Team
@tisvolunteer

LinkedIn

The International School of Macao
@TISMacao #TISMacao

WeChat

@TISMacao #TIS Macao

The School recommends using social media as a secondary source of obtaining information, as **important messages will always be communicated via email.**

MEET THE TEACHER

In September, the school hosts a Meet the Teacher Night for parents. Parents visit the classrooms, speak with the teachers, and learn more about the curriculum.

REPORT CARDS

Kindergarten students receive three report cards per year.

PARENT/TEACHER INTERVIEWS and THREE WAY CONFERENCES

There are two scheduled times when parents come to the school during the school year. Parent/Teacher interviews are held in October when parents and teachers meet to exchange information about their children, and parents are informed of recent progress.

Three-way conferences are held in Spring. At these conferences, children are in charge and are given the opportunity to showcase their work so that parents can learn about their child's progress at school. Parent attendance at these conferences is highly encouraged.

ADDITIONAL MEETINGS

Parents may request additional meetings with the academic staff at any time. Please contact the teacher to schedule an appointment. Teachers are generally available before and after class.

OTHER USEFUL INFORMATION

FIELD TRIPS

Throughout the year, students will participate in numerous excursions away from the TIS campus. These trips are selected based upon their curricular relevance, feasibility, opportunity and developmental level.

HOUSE TEAMS

All students at TIS are assigned to a House Team in order to help promote school spirit and connections across the school. During different spirit events throughout the year, the four different house teams will participate in activities that celebrate their house team.

INCLEMENT WEATHER POLICY

The school's first priority when dealing with inclement weather will be the safety and well-being of students, staff and parents. Further information is available on the school website at <https://tis.edu.mo/services/school-policies-and-procedures> or at the school office.

PLAYGROUND

PK-SK students are welcome to use the Elementary playgrounds after school. A parent or guardian must supervise children who use the playground. It is expected that the parent or guardian ensures that their child is playing safely and respectfully. Failure to do so may result in the child being asked to leave.

SECURITY

TIS welcomes parents and community members to be involved at the school. For the sake of security, TIS families must register for a Parent ID badge to wear when staying in the school, while other visitors are required to sign in at the Security Counter to obtain a Visitor ID badge. Visitors must return the ID badge prior to leaving.

TIS receives many additional visitors during the course of the year. TIS staff supervise school tours for government officials, prospective families, and educational partners. Students who are not from TIS are not allowed on campus without prior approval from the administration.

PARENT VOLUNTEERS

Parents are invited to take an active part in the educational process of their children. Parents may volunteer on an occasional or regular basis, and staff will be happy to describe the opportunities available for volunteers. Homeroom teachers coordinate the volunteers within their own classrooms. Volunteering is an excellent way to experience and contribute to TIS educational programs. Parents who volunteer for extended periods are given a Volunteer ID badge to assist with security.

SCHOOL CONTACTS

Head of School	Lorne Schmidt	lorne.schmidt@tis.edu.mo
Principal, Elementary School	Nick Chignall	nick.chignall@tis.edu.mo
Early Childhood Education Coordinator (PK/JK/SK)	Hiede Schmidt	hiede.schmidt@tis.edu.mo
PYP Coordinator	Sajinda Khan	sajinda.khan@tis.edu.mo
Designated Safeguarding Lead	Gareth Owen	gareth.owen@tis.edu.mo
Modern Languages Coordinator	Sarah Ip	sarah.ip@tis.edu.mo
Inclusion Coordinator	Karine Estadieu	karine.estadieu@tis.edu.mo
Elementary Executive Assistant	Kelly Lei	kelly.lei@tis.edu.mo

CONTACT US

General Inquiries Email: info@tis.edu.mo

Admissions Email: admission@tis.edu.mo

Telephone: (853) 2853 3700

Fax: (853) 2853 3702

Office Hours: 8:00 a.m. to 4:00 p.m. (Monday to Friday)