UPTA PARENT INFORMATION PACKAGE

BROUGHT TO YOU BY YOUR UPTA EXECUTIVES



IMPORTANT SCHOOL RESOURCES

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LIST OF APPS AND LINKS COMMONLY USED BY STUDENTS AND PARENTS

MANAGEBAC

HTTPS://UIS.MANAGEBAC.CN

Managebac is the main communication platform for parents

What is it for:

- Student profile
- Attendance record and attendance excusals
- Nurse messages and records
- Announcements from school
- School grade reports, assessments
- Student Handbook

SCHOOLS BUDDY

What is it for:

- Activities Outside the Classroom (AOC) selections
- After-school activities registration
- Sports activity communication
- Bus and transportation notification/selection
- Parent-teacher conference signups

OPENAPPLY

What is it for:

- Updating emergency and contact information
- Health Forms for your children



LIST OF APPS AND LINKS COMMONLY USED BY STUDENTS AND PARENTS (FOR PRIMARY)

MANAGEBAC CONT'D FOR PRIMARY

What is it for:

- Communication between parents and child's homeroom and specialist teachers.
- Announcements by the head of the program
- Weekly updates regarding your child's learning
- Photos, videos of your child and updates regarding their progress
- Your child's submitted and reviewed activities
- Homework assignments (if any)

All logins for the apps **below** are provided by your child's homeroom teacher. We suggest you keep a copy on your fridge or on your phone as you'll likely need to refer to it multiple times over the school year.

KIDS A-Z, EPIC & IXL

Kids A-Z: Extra digital leveled-reading books

Epic: Extensive selection of online books

IXL: Math and English exercises

LIBRARY RESOURCES

HTTPS://LIB.UISGZ.ORG/LIB

Pebble Go, Gale in Context, Britannica, etc are research resources provided by the library.





UISG WECHAT GROUPS/ OFFICIAL ACCOUNTS

UISG Offical WeChat Account

In this public account, you will find weekly announcements from the senior leadership team, special events, tournaments, achievements and more. Scan QR code to join.

UISG WeChat Online Store

UISG online store is used to order uniforms for all students and to order lunch for K3 to G2 students. Parents can also top up lunch cards for G3 and above students on the canteen system.

UISG Website: (https://utahloy.com/gz/)

The official website has more detailed information about the School, Admission Procedures, Student Life, the IB Curriculum and UPTA Community.

Class Parent WeChat Groups

The Class Parent WeChat groups include all parents in your child's class (grade level groups for Grade 6 and above). It is managed by our UPTA Class Coordinator and Parent Representatives to send the latest updates from the school. It acts as a communication channel for class-specific questions and answers.

UPTA TIP

K3 to Grade 2 students use UISG Online Store to order lunch.

Set a weekly reminder on Sunday to order lunch together with your children.

LIST OF IMPORTANT SCHOOL EMAILS

Below are emails commonly used by parents. You can find additional emails in the Parent Student Handbook via Managebac (under the "UPTA All Parents" Folder, "Files", "UISG Parent Student Handbook")

Non-Academic Leadership Team

Last Name	First Name	Email	Post
Liang	Nick	nliang@uisgz.org	Finance Manager
Lin	Letitia	llin2@uisgz.org	Administration Manager
Lin	Niki	schoolbus@uisgz.org	Buses
Jirmann	Lars	ljirmann@uisgz.org	Health and Safety Officer
Hancock	Jordan	jhancock@uisgz.org	Whole School Child Protection Officer
Luo	Tony	tluo@uisgz.org	IT Assistant Manager
	IT Helpdesk	helpdesk@uisgz.org.	For tech questions/troubleshooting
Verb	Betsy	bverb@uisgz.org	Director of Innovation and ICT
Hu	Fion	fhu@uisgz.org	PA to the Head of School

Early Years & Primary

Hacking	Ben	HeadofPrimary@uisgz.org	Primary Principal
Flanaghan	Amy	PYPCoordinator@uisgz.org	Primary Years Programme Coordinator
Roa	Jai	EYCoordinator@uisgz.org	Early Years Coordinator
Lun	Sharon	slun@uisgz.org	Primary Counsellor
Mock	Joe	jmock@uisgz.org	Primary Learning Support Coordinator
Matopodzi	Tawanda (Ryan)	athleticdirector@uisgz.org	Athletics & Extra-curricular Activities Director
Luker	Hunt	hluker@uisgz.org	Whole School Librarian

Secondary

Groves	Matt	HeadofSecondary@uisgz.org	Secondary Principal
Gonzalez	Xochitl	mypcoordinator@uisgz.org	Middle Years Programme (MYP) Coordinator MYP
Fansa	Alya	dpcoordinator@uisgz.org	Diploma Programme (DP) Coordinator DP
Mullen	Julie	jmullen@uisgz.org	Secondary Counsellor
Sauve	Al	asauve@uisgz.org	Whole School Learning Support Coordinator
School Office		secondaryoffice@uisgz.org	Secondary School Office

DEALING WITH CONCERNS

Parents and students who have concerns on any matters regarding their child's education or other general concerns should follow these procedures:

Discuss the concern with the homeroom/subject teacher.

- If not satisfied, discuss the concern with the appropriate Grade Level Leader.
- If still not satisfied, arrange a meeting with the Head of Section (Primary and Secondary).
- If still not satisfied, arrange a meeting with the Head of School. Most complaints and grievances can, and should, be resolved at the level at which they arise: between the student and the teacher or other school employees, if necessary, with the help of the Head of School. In all cases, student complaints will be dealt with seriously, courteously and promptly.

If any matter cannot be resolved at the school level, the Head of School may consult the Chair of the MDC. However, if the student or parent feels that their complaint has not been handled fully or fairly, an appeal to the MDC is available to the student or parent.

Upon receipt of an appeal, the Head of School will forward it to the chair of the MDC. The MDC, either at a meeting or in circulation, will determine whether to consider the appeal itself or to nominate a Special Committee to consider the appeal.

The MDC or Special Committee will meet to consider the appeal within ten days of the date of the appeal and will provide its decision on the appeal in writing. That decision is final. All appeals must be made in writing to the person or body designated and within the time specified.



UPTA AND THE COMMUNITY

UPTA

UPTA (Utahloy Parent Teacher Association) is a diverse community of Parents and Teachers representing different cultures at UISG, and **every Parents and Teachers are automatically part of the UPTA community!**

You can see UPTA as a connecting hub between school and parents, a supportive network for parents, a community builder and a meaningful contributor to the school and society.

Our goal is to support the school in building a diverse, inclusive and positive environment for all our students to thrive.

UPTA Representatives

UPTA is led by the UPTA Representatives, a group of passionate, volunteering parents who are actively involved in connecting and building a caring community between parents, students and teachers. With our continuous efforts, we hope to provide a sense of belonging to every family at UISG.

We have 20+ UPTA Representatives, supporting more than nine countries /languages and cultures within UISG.

We welcome every parent to join us in making a difference for the well-being of our children at UISG.

Community Groups

Larger communities have separate community WeChat Groups. Community QR codes are provided to families at the beginning of each semester. If you have not received one, please email us.

ALL PARENTS MEETING

All Parents Meetings are hosted four times a year by the UPTA. The meetings provide essential updates by program and departments. It also provides the opportunity to ask questions to faculty members and connect with fellow parents.

Make sure you check your email regularly for our next meeting date

JOIN THE UPTA

Send us an email stating your interest to:

upta_gz@uisgz.org

UPTA CONTRIBUTIONS

The UPTA volunteers and stay connected with the school all year round. Please see below a glimpse of just some of the activities we are involved in and roles we play here at UISG.

Monthly Volunteer Opportunities



The UPTA volunteers, contribute and/or hold booths at every large event held at school. During the largest event of the year, IFOL, UPTA communities come together and showcase an amazing cultural feast.

Cultural Exchange Workshops is an initiative created by the UPTA to showcase our amazing cultural diversity. Japanese Tea and Mochi, Indian Mandala, and Henna workshops hosted by our very own parents are two of many offered last year.



Meetings with UPTA Representatives and Senior Leadership Team



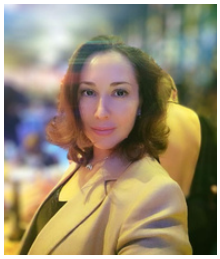
Scheduled meetings with all our 20 UPTA Representatives are held to provide comments and suggestions to the school and the UPTAs operations and events.

The UPTA Executive Team, comprised of Anneta, Maymay, Christine, PC, Tracy, Haengri, Carmen and Jérôme meets with the Senior Leadership Team at school regularly to collaborate on school events as well as provide feedback.



UPTA REPRESENATIVES

Below is the list of UPTA's parent volunteers and their roles. All parents are welcome to join and be a UPTA Representative. Please email us or connect with the Co-Chair QR code to be part of our growing team.



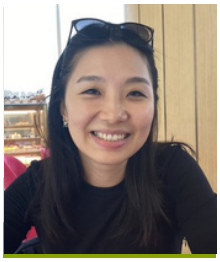
Anneta
Co-Chair



Jérôme
Co-Chair



Christine
Treasurer



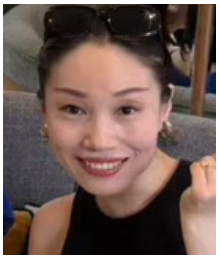
Tracy
Secretary/EY & PYP Coordinator



May May
MYP & DP Coordinator / Chinese Rep



Carmen
Designer/ Secretary



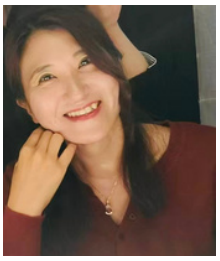
Haengri
Event Manager/ Photographer



Patricia
Advisor/ Chinese Rep



Sally
South African Rep



YoongJin
Korean Rep



Miran
Korean Rep



Kiyo
Japanese Rep



Naruko
Japanese Rep



Hiromi
Japanese Rep



Sayaka
Japanese Rep



Kei
Japanese Rep





UPTA
Utahloy Parent Teacher Association

Email: upta_gz@uisgz.org

UPTA ACTIVITIES



















Anneta Do
Guangdong Guangzhou

UPTA
Utahloy Parent Teacher Association

Email: upta_gz@uisgz.org