



## SCHOOL REPORT

### OPEN DAY AT SIS @ SAIGON SOUTH

Date: 15 Mar 2025

Time: 9:00AM – 11:30AM

#### Organizing Team

School: * Bala Krish – Supervisory Principal * Donovan Ryan Neethling – Principal * Vuong Y Binh – HOV * Le Trang Nhung – KIK Lead Teacher * Billy Hare – HOS Primary * Joshua Jaymes Lowery – HOS Secondary * School KIK & Primary Teachers * School office and supporting staff	Operations: Nguyen Cao Bich Nhi – Deputy General Manager
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#### SCHOOL REPORTS

##### I. Participant Overview:

##### 1. Number of participants:

a. **Participation:** In total, there were **35** families with an estimated **84** parents and children participated in the Open Day event, in which:

- Number of new families registered before event day: **10**
- Number of new families participated on event day: **18** (6 families have 2/3 children)
  - KIK: **5** students
  - SIS: **13** students

-Number of existing families participated on even day: **17**

##### b. Enrolment from Open Day:

- KIK: 5 students interviewed; 1 student signed Enrolment documents
- SIS: 1 student did placement test, 0 students signed Enrolment documents

##### 2. Attendance time

- First participant showed up: 8:55 AM
- Last participant showed up: 11:20 AM
- Last participant left: 12:15 PM

##### II. Events Execution

- The Open Day was targeted to KIK and Primary level students.

- There were STEM activities and sand painting at registration area to welcome students and parents before main activities.
- Teachers set up classrooms and function rooms with different activities as trial lessons.
- The Event agenda as below:

Timeline	Event Agenda
9:00- 9:30 (Main Foyer)	Welcome & check in ·Registration Desk ·Information Booths & Q&A session ·Art & Craft Activity ·Light refreshments (Conference)
9:30 – 9:45 (Library)	Welcome Speech by Principal and Introduction Brief introduction about the school, class levels, curriculum overview
9:45 – 11:30 (Classroom & Set-up Centers)	School Tours & Activity Session ·Classroom Visits & Free trial lessons (4 KIK classrooms & 2 Primary classrooms) ·STEM Lab ·ICT Lab ·Music Class ·Chinese lesson ·PE Lesson ·Science Room ·Library

### III. Feedback after the event:

- The event welcomed 18 new families with parents and their children.
- The parents were impressed with how confident and care in communicating and interacting with school staff and new families of existing students (representatives from Student Leadership Council - SLC).
- The parents (existing and new) commented that the staff make school a welcoming

environment which make parents happy to spend their weekend time with us.

- A thank-you email to all existing parents and new families would be sent by Tuesday 18 Mar.
- New enquiries continue to be followed up to provide further information on academic and promotion program.
- School leaderships team met and discussed on improvements for next Open Day.
- School staff need to be briefed on agenda for Open Day on 22 March

#### **IV. Points for improvement**

- SLC representatives did a great job. They should be briefed on school tour on Open Day.
- More signs for directions on stairwell, signs at Registration and Consultation desks.
- Need banner hang at school entrance area.
- There were parents who come late and missed the presentation → Should include event agenda in flyers and email send prior.
- Air-con in rooms used for Open Day should be turned on earlier by Security.
- Parents requested for consultancy on secondary level program → Primary HOS and KIK Lead Teacher should be available to work on Open Day 22 Mar.

#### **V. Supporting documents**

1. Flyer
2. Programme Sheet
3. Pre-event Planning Document
4. PPT for parent presentation

#### **VI. Pictures:**

**Some photos of the even as follows:**

1. Registration time







## 2. Presentation about KinderWorld and school programs





### 3. Activity sections















