

A photograph of several oysters and a fish on a dark surface. The oysters are in the upper half, some open showing their shells. The fish is in the lower half, showing its head and scales. A teal bar is at the bottom, and a grey box with white text is overlaid on the bottom right.

Secondary Parent Handbook

**Front Cover: Art work from Emma Mo (Year 11), awarded the ‘Best in China’
Art IGCSE Grade by CIE.**

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Welcome from the Head of the Secondary School

It is a pleasure to welcome you to the Secondary School. Established in 2005, The British School of Guangzhou is a prestigious and successful school that operates in an environment that is both challenging and exhilarating. BSG is never quiet and the focus of our attention is to always provide the best possible learning opportunities for our students and staff.



In BSG classrooms, we challenge our students' thinking. If they are not thinking, they are not learning. Lessons are engaging, encouraging inquiry, creativity and risk-taking in a supportive atmosphere. Learning, of course, extends beyond the classroom; all students are involved in extra-curricular and leadership activities. It is through these that they reinforce their collaborative problem-solving and decision-making skills, as well as developing independence.

We do not believe in fixed ability but are committed to the notion that every learner can succeed to the highest level. Through support and opportunity, commitment and perseverance, there literally are no limits. Through this ambitious approach to learning our students manage to achieve outstanding examination results, as well as developing as Global Citizens. In a global community that is increasingly interconnected and interdependent, we help to nurture citizens who understand the world on many levels and are able to find solutions to current and future challenges.

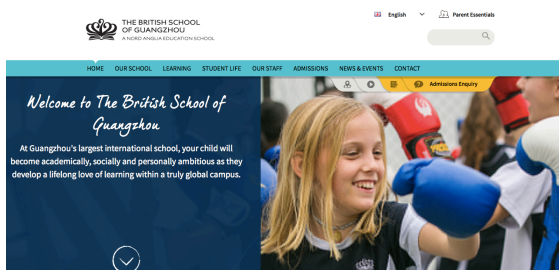
As a member of Nord Anglia Education, we are part of the world's leading premium schools organisation. We are a fast-paced and growing family of international schools in China, Europe, the Middle East, South East Asia and North America, providing outstanding education to nearly 40,000 students. Our schools are united by one philosophy - we are ambitious for our students, our people and family of schools.

We are very proud of our community and hope that you feel as passionate about BSG as we do.

Best Wishes

Garry Russell

Important...please visit the 'Parent Essentials' section of our website for key information...



Parent Essentials

Find quick links to regularly viewed items and useful information here.



Yearly Parent Calendar

View or download a yearly overview for 2016/17 here.



Weekly/Monthly Calendar

View this week's or month's events in more detail here.



Monthly Newsletter

Updated by students and teachers each month, news from both campuses can be found here.



School Bus Service

Daily schedules for over 40 regular bus routes to and from school are available here.



School Lunches

Daily lunch menus for both campuses are available to view here.



School Uniforms

For price lists and advice on what uniform your child should wear to school.

Our Core Values

"Developing a love of learning creates lifelong academic success." Mark Thomas, Principal.

A Love of Learning

Our primary aim is to nurture intellectual curiosity through engaging and enquiry-led teaching. We encourage students to work independently and collaboratively as they demonstrate creativity and innovation in their approach to solving problems. Students are always provided with a safe, stimulating and supportive learning environment, allowing them the courage to take calculated risks and to learn and improve from feedback. We use innovative teaching methods and technology to further enhance our students' mastery and enjoyment of their studies helping to foster a love of learning that will last a lifetime.

Respect

BSG actively works to help students nurture awareness and respect for all by giving opportunities to develop self-esteem and self-confidence each day. This respect is evident in interactions between our students, parents, staff and environment. Respect requires an open mindedness that incorporates an understanding, tolerance and compassion towards others in both thought and action. Our aim is to develop international awareness and cultural sensitivity within all of our students and to provide repeated opportunities to demonstrate this.

Integrity

As a school community we aim to act in a completely transparent manner. We see integrity as being honest, open and truthful. We believe in being trustworthy in our dealings with each other and in being able to give and receive constructive feedback. We encourage students to have the courage in their convictions and the strength of character to stand up for what they believe is right.

Responsibility

Students are expected to take responsibility for their learning and their behaviour. We aim to make our students confident, autonomous learners who are able to meet deadlines and learn to solve problems effectively. Students develop a sense of responsibility by making informed choices, by learning to consider the consequences of their actions and through leadership opportunities. Responsibility extends beyond the classroom as the school's community demonstrates consideration towards others and to the environment.

Commitment

We seek to establish a strong work ethic within our students and a desire to strive for excellence. Students are encouraged to develop a resilient attitude and persevere to overcome difficulties. We believe that sustained effort greatly enhances our students' chances of success.

Our Core Values

LOVE OF LEARNING

- ~ Finding out extra information without the help of your teacher(s)
- ~ Asking for feedback and advice from teachers about your progress
- ~ Solving problems in creative ways
- ~ Showing that you are enjoying what you are learning
- ~ Reading regularly
- ~ Trying out new things to see if you like them
- ~ Producing outstanding pieces of work
- ~ Asking and answering challenging questions
- ~ Speaking regularly in class discussions

RESPECT



- ~ Being on time
- ~ Wearing correct uniform
- ~ Showing pride in yourself and what you do
- ~ Acting as a positive role model
- ~ Listening carefully
- ~ Caring for the school environment
- ~ Representing the school well on trips
- ~ Joining in with school projects

RESPONSIBILITY



- ~ Always on time
- ~ Organised and meeting deadlines
- ~ Leading an activity in a lesson
- ~ Playing an important part in group work
- ~ Applying for a student leadership position
- ~ Solving problems without the help of teachers
- ~ Thinking about the consequences of your actions
- ~ Having a positive influence on others

COMMITMENT



- ~ Trying your best in everything you do
- ~ Making good progress in a lesson or on a topic
- ~ Working hard on things that you find difficult
- ~ Giving up some of your free time
- ~ Regular participation in extra-curricular activities
- ~ Seeing things through to the end and not giving up
- ~ Making the most of new opportunities
- ~ Developing a skill, adding to your school experience

INTEGRITY



- ~ Telling the truth
- ~ Respectful when giving feedback
- ~ Accepting constructive criticism
- ~ Open and honest about what you believe in
- ~ Showing sensitivity
- ~ Doing what you think is right
- ~ Showing you have principles

Secondary Teachers 2017-18 (alphabetical by Surname)

Forename	Surname	Subject	Forename	Surname	Subject
Paul	Branicki-Tolchard	Business	Ivy	Luo	Chinese
Lucy	Broad	PE	Nick	McGauley	Music
Ellen	Brown	Maths	Amila	McGinn	German
Sarah	Burgess	Science	Nicholas	McKenna	MFL
Shaila	Chainani	ALPS	Yvonne	Mckenna	Science
Chris	Chilvers	Science	Ben	Murphy	Maths
Donal	Crawford	EAL	Nicolas	Ng	Computing
Michelle	Cuming	PE	Matthew	Noyek	Science
Monica	Daryani	Learning	Annette	Owen	English
Danny	Davall	Computing	Chris	Parfitt	History
Andrew	Dean	PE	Luis	Pereira	PE
Stephen	Dodds	Maths	Chris	Pye	MFL
Chris	Drake	Maths	Katherine	Rice	Geography
Aidan	Edmanson	English	Alan	Robertson	EAL
Charlotte	Giles	History	Garry	Russell	
Zarina	Glenn	Geography	Helen	Russell	English
Agnes	Golczyk	MFL	Miya	Shen	Chinese
Daniel	Guerrard	Music	Matthew	Slater	PE
Andy	Hallas	Geography	Hollie	Slaughter	Art
Francine	Hearn	Business	Graham	Starkey	Science
Joe	Heath	Psychology	Lily	Tan	Chinese
Matthew	Hewitt	Maths	Marc	Tillotson	Science
James	Higson	EAL	Claire	Walsh	English
Adrian	Howell	Science	Dan	Wang	Chinese
Denica	Howell	PE	Natasha	Wildy	Maths
Alex	Hughes	Drama	Fred	Williamson	Maths
Susan	Jiang	Chinese	John	Wright	Music
John	Joyce	English	Penny	Wright	Art
Nicole	Li	Chinese	Tom	Xu	PE
Leena	Lin	Chinese	Jason	Yu	MFL
Lily	Lin	Chinese	Lincoln	Zhai	PE
Lynn	Lin	Chinese	Julia	Zhang	Chinese

Please note: PE, Music, Chinese, LS teachers are whole-school teachers

If you wish to contact a member of Secondary Staff, most contact details are in this handbook or you can find them [here](#)

Secondary School Leadership Team (SSLT) Contact Details

Position	Name	Email
Headteacher	Garry Russell	Garry.russell@bsg.org.cn
Deputy Headteacher	Aidan Edmanson	Aidan.edmanson@bsg.org.cn
Assistant Headteacher (6 th Form)	Andrew Hallas	Andrew.hallas@bsg.org.cn
Assistant Headteacher (Pastoral)	Yvonne McKenna	Yvonne.mckenna@bsg.org.cn
Assistant Headteacher (Curriculum)	Christopher Parfitt	Christopher.parfitt@bsg.org.cn
Academic Secretary	Jessica Li	Jessica@bsg.org.cn

Pastoral Care

Pastoral care is a real strength of the school. Central to our philosophy is the belief that each student may develop within an environment in which each individual is valued and encouraged to make the most of every opportunity. In achieving personal development, each student will become a responsible member of the community, aware of the needs and values of others.

All students are placed into a form group. Students meet with their form group every morning and afternoon and engage in a variety of activities.

	Form Group Tutor	Form	Head of Year
Key Stage 3	Annette Owen	7A	Helen Russell Helen.russell@bsg.org.cn
	Zarina Glenn	7B	
	Fred Williamson	7C	
	Agnes Golczyk	7D	
	Ellen Brown	8A	Penny Wright penelope.wright@bsg.org.cn
	Adrian Howell	8B	
	Nicholas McGauley	8C	
	James Higson	8D	
	Danny Davall	9A	Alex Hughes Alex.Hughes@bsg.org.cn
	Paul Branicki-Tolchard	9B	
Matthew Noyek	9C		
Key Stage 4	Hollie Slaughter	10A	Matthew Hewitt matthew.hewitt@bsg.org.cn
	Jason Yu	10B	
	Nicolas Ng	10C	
	Chris Drake	11A	Charlotte Giles Charlotte.Giles@bsg.org.cn
	Joseph Heath	11B	
	Francine Hearn	11C	
Key Stage 5	Chris Pye	12A	Graham Starkey graham.starkey@bsg.org.cn
	Katherine Rice	12B	
	John Joyce	12C	
	Chris Chilvers	13A	Stephen Dodds Stephen.dodds@bsg.org.cn
	Nicholas McKenna	13B	
	Marc Tillotson	13C	

Form Tutor Role

The role of the tutor is very important in your child's school life. In principle, tutors are responsible for:

- Fostering a healthy regard for learning
- Being aware of the needs/interests of individuals
- Monitoring behaviour
- Monitoring uniform and appearance
- Delivering PSHE
- Supporting the sanctions/rewards policies
- Taking registration
- Collecting absence notes
- Monitoring the Student Planner
- Monitoring iPad use
- Disseminating information
- Acting as a link with home
- Acting as a link with teachers
- Offering support/guidance where needed
- Encouraging self discipline
- Displaying the core values
- Carrying out administrative duties

Listening Ear

Our Listening Ear Support is a member of staff who can provide low-level counseling to those in need. They are able to support students on a number of issues including organisational skills, stress management and building self-esteem.

Student Behaviour

We believe that it is the right of all students and staff at BSG to work in an environment that is conducive to learning. Our students are, on the whole, very well behaved. However, all students are expected to respect the core values and the Community Charter (Appendix 1).

How do we positively reinforce good behaviour?

- We make clear our expectations of good behaviour
- We encourage students to take responsibility for their own actions
- We praise, recognise and celebrate positive behaviour in many ways

What we do to reward positive attitudes?

- Instant verbal praise or written comments on work where appropriate
- Use the **Rewards System** including merits and 6th Form Reward Cards
- Share success stories in weekly Student and Parent Bulletins, Newsletters and online
- Regularly share successes in assembly
- End of Year Awards Day

What we do if a student makes the wrong choice?

- We raise the issue with them using clear and consistent language
- Where appropriate, we encourage students to try to resolve disagreements themselves
- We encourage children to take responsibility for their own behaviour
- Communicate with parents if needed
- Use the **Sanctions System** as agreed below (rarely do we need to go beyond a warning):

Student action	Consequence	Staff member responsible	Outcome
1 st offence	Warning	Teacher	Recorded in the student planner
2 nd offence	20 minute detention	Teacher	Recorded in the student planner
3 rd offence	30 minute detention	Middle Leader	Parents contacted directly by school
4 th offence	30 minute detention	Middle Leader	Parent Meeting
5 th offence	Senior Leader Detention Parent Meeting	Senior Leader	Parent Meeting Possible suspension from school

Zero Tolerances

Should any of the below occur, or any other behaviour deemed extreme, a senior member of staff will meet with parents. Outcomes include temporary or permanent expulsion from school.

- Rudeness/swearing
- Open defiance
- Spitting
- Biting
- Physical and verbal aggression
- Bringing weapons to school
- Bullying
- Racism
- Vandalism/Damage to property
- Theft
- Truancy
- Drug and alcohol use
- Smoking
- Abusive Language
- Exposure
- Inappropriate online behavior

School Bus Behaviour Expectations

Most students use a school bus to/from school. Secondary students are expected to behave as role models to the younger students by ensuring they are wearing their seatbelt at all times, not being loud and not using inappropriate language. If there are problems with a student on the bus then:

- First time – a warning to the child from the bus monitor/teacher.
- Second time – a second warning and the bus manager, class teacher and Head of Year are informed.
- Further incidents will lead to contacting parents and a one-day suspension from the bus.
- If problems persist it will lead to a fortnight suspension from the bus service.
- If the student appears unwilling to take responsibility for his/her behaviour they will be permanently excluded from using the bus service.
- Serious incidents may lead to immediate suspension from using the school bus.

Other Key Secondary School Rules

- Each student is given an electronic device. No other devices should be used through the school day.
- There is to be no gaming on electronic devices throughout the school day (8am –4pm).
- Students must not take pictures, videos or audio in school without permission from a teacher and must never post any such files online.
- Students may not wear headphones on campus, except where express permission is given by a teacher. 6th Form Students may use devices in the 6th form area only.
- Students must ensure that their iPads/MacBooks are identifiable & charged at the start of the day.
- Student iPad Operating System Language must be set to English.
- KS3 students are not allowed to purchase hot drinks from the coffee shop (see Coffee Shop Rules).
- Food/Drink must only be consumed outside or in the Canteen.
- Canteen food must be eaten in the Canteen.
- Students must walk at all times inside the school building.
- Students must attend school in normal uniform (not PE kit).
- Students playing sport at lunchtime must wear a PE/House/FOBISIA top. They must then change at the end of lunch.
- Students must not cross the Astroturf pitch when lessons are taking place.
- During wet-breaks, students should be in their form rooms in the Secondary Building or in the Library/Canteen.
- Chewing gum is strictly prohibited on the school sites.

Teaching, Learning an Curriculum

At BSG, we are...

ACADEMICALLY AMBITIOUS

Our teachers believe there is no limit to what students can achieve and will inspire children to be academically ambitious and confident each day. With small class sizes, we know each child and how to enable exceptional individual achievement in all areas of the curriculum. We encourage students to be ambitious each day and focus heavily on building their confidence as they do this.

SOCIALLY AMBITIOUS

Success beyond the classroom is key to a child's development. We therefore encourage all students to be socially ambitious. Consistently developing a wide range of fun, inspiring, educational and cultural experiences, specifically designed to create confident, knowledgeable and compassionate students, is paramount as we promote social growth throughout the school.

PERSONALLY AMBITIOUS

We provide a plethora of opportunities children to be personally ambitious. Our comprehensive After School Activities & Leadership programmes offer many physical, academic and creative challenges each term. We encourage participation in competitive and non-competitive sports with involvement in

charities, international awards, school productions, choirs, music ensembles or even being part of a touring Global Orchestra strongly encouraged.

Years 7, 8 and 9 (Key Stage 3) - Adapted English National Curriculum

There are 20 double periods per week of 70 minutes. On rare occasions, single lessons of 35 minutes operate.

Years 7 to 9 students study the following subjects:

- English/EAL (3 periods)
- Mathematics (3 periods)
- Science (3 periods)
- MFL/EAL (3 periods)
- Physical Education (2 periods)
- Art (1 period)
- Drama (1 period)
- Geography/EAL (1 period)
- History/EAL (1 period)
- Computing (1 period)
- Music (1 period)

Form Time takes place every day from 8.00-8.15am and from 1.05-1.35pm. A form time programme exists for all year groups and includes PSHE, assemblies, administration, house and leadership activities.

Years 10 and 11 (Key Stage 4) - IGCSE courses (CIE and EDEXCEL)

IGCSE/GCSE offers a flexible course of study that gives candidates the freedom to choose subjects that are right for them, whilst providing them with a broad knowledge base.

Students study compulsory subjects:

- English or IGCSE ESL (3 periods)
- Mathematics (3 periods)
- Science (4 periods)
- Global perspectives (1 Period)
- *Core PE is also timetabled for 1 period per week*

Students typically choose four options, including one language, from the following (offering may change from year to year). Each option is allocated 2 periods per week.

- Chinese
- French
- German
- Spanish
- Art
- Business Studies
- Geography
- Music
- Triple Science
- PE
- History
- Computing
- Economics
- Psychology
- Drama
- Support*

*not examined

Years 12 and 13 (Key Stage 5) - A levels (CIE, IAL and EDEXCEL)

Our A level programme is broad and flexible enough to represent our diverse student body. Most students follow 3 or 4 subjects. Currently we offer:

- Art
- Biology
- Business Studies
- Chemistry
- Chinese
- Computer Science
- Economics
- English Literature
- French
- Further Maths
- Geography
- History
- Maths
- Music
- PE
- Physics
- Psychology
- Spanish

We also offer the EPQ (Extended Project Qualification), worth half an A Level.

ALPs

The BSG A Level Programme (ALPs) was introduced in 2017, aimed at meeting the needs of older students who are not yet ready for A Levels due to their proficiency in English. It is an academically rigorous approach to language development that cuts across curriculum boundaries.

Internal examinations

Towards the end of May there is a series of examinations for Years 7-10. Students' attainment and progress is measured against targets set at the start of the year. In Year 10 and 12, a failure to attain a passing grade may result in withdrawal from a subject. Where a student fails to achieve a number of passing grades, promotion to the second year of IGCSE/A Level may not be allowed. In such cases, the opportunity to resit Year 10/12 will normally be offered.

Year 11, 12 and 13 have formal mock examinations in December or January. These grades help to formulate formal predicted grades for the examination boards and also help with decisions regarding withdrawal from certain subjects.

All students receive 3 school reports per year plus an examination transcript for year 9-13.

Examination Results

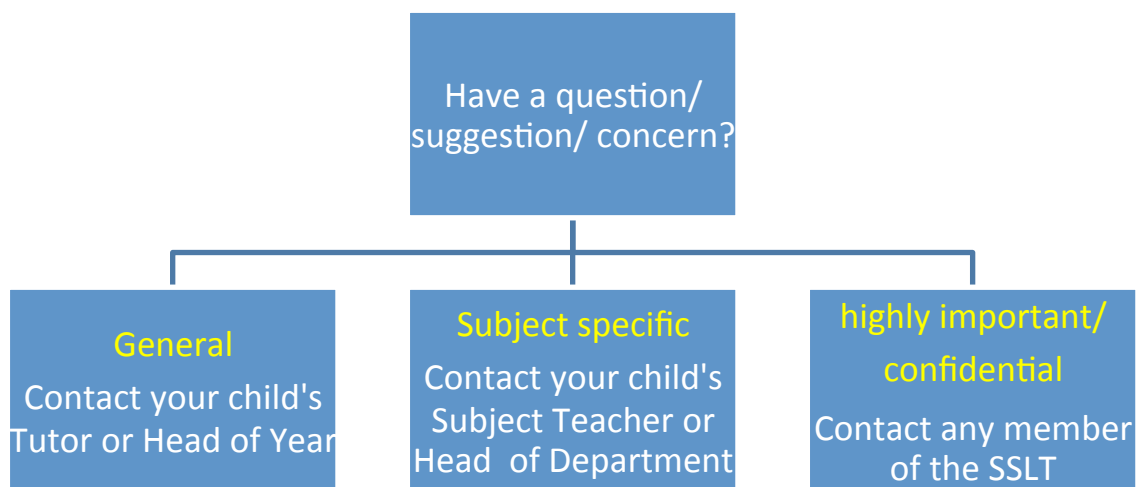
We are very proud of our student's performance in their formal examinations...

A Level	2014	2015	2016	
% A*-A Grades	50	51	54	<ul style="list-style-type: none"> ➤ 2014-16 50% of students offered places in the world's top 35 Universities ➤ In 2015 BSG won 'the overall top mark in China' in Business at A level ➤ In 2016 BSG won 'the overall top mark in China' in History at A level ➤ In 2017 BSG won 'the overall top mark in China' in Business at AS level
% A*-E Grades	100	100	100	
IGCSE				
% A*-A Grades	76	57	59	
% A*-C Grades	99	96	94	
% 5 A*-C Grades	100	95	97	

Subject Leaders

Forename	Surname	Subject Leader for...	email
Shaila	Chainani	ALPS	shaila.chainani@bsg.org.cn
Donal	Crawford	EAL	Donal.Crawford@bsg.org.cn
Michelle	Cuming	PE	michelle.cuming@bsg.org.cn
Monica	Daryani	Learning Support	monica.samtani@bsg.org.cn
Danny	Davall	Computer Studies	Danny.Davall@bsg.org.cn
Andrew	Dean	Director of Sports	Andy.Dean@bsg.org.cn
Charlotte	Giles	History	Charlotte.Giles@bsg.org.cn
Zarina	Glenn	Geography & GP	zarina.glenn@bsg.org.cn
Francine	Hearn	Business Studies & Economics	Francine.Hearn@bsg.org.cn
Joe	Heath	Psychology	Joseph.Heath@bsg.org.cn
Denica	Howell	PSHE	Denica.Howell@bsg.org.cn
Alex	Hughes	Drama	Alex.Hughes@bsg.org.cn
Nicholas	McKenna	Modern Foreign Languages	Nicholas.Mckenna@bsg.org.cn
Hollie	Slaughter	Art	Hollie.Slaughter@bsg.org.cn
Marc	Tillotson	Science	marc.tillotson@bsg.org.cn
Claire	Walsh	English	Claire.Walsh@bsg.org.cn
Dan	Wang	Chinese	dan.wang@bsg.org.cn
Natasha	Wildy	Maths	Natasha.Wildy@bsg.org.cn
John	Wright	Director of Music	john.wright@bsg.org.cn

Who should I contact..?



A-Z

Absences

Students are not permitted to be absent from school at any time unless they have the permission of their parents. If a student is ill, please email/call the Tutor/Academic Secretary on the day. In cases of known or anticipated absence, students are requested to bring a note/email from their parents.

We will not normally provide work for short-term absences due to illness. Students are expected to rest and catch up upon their return. For longer-term absences we may provide work depending on the nature of the absence. Please contact your child's Head of Year to discuss this further.

Students that have permission to leave school during the day (e.g. Dentist Appointment) must sign out at Reception and collect an exit slip.

Academic Honesty

It is important that all work submitted by students is their own. We understand that parents will support their child with their work but all school work must be produced by the student. There is an academic honesty policy at the school. This clearly outlines our expectations to students.

After-School Activities (ASAs)

A series of activities operate after school Tuesdays - Thursdays, 2.55-3.50pm. The variety of activities is enormous, including: Study Skills, Chess Club, STEAM, International Award, FOBISIA Training, Orchestra, Choir, Football, Basketball, Archery, the Secondary School Production, etc. In Term 2, Years 11-13 take part in exam based ASAs.

Assemblies

There are key stage assemblies each week during form time. This is a key time for us to celebrate achievements.

Break & Lunch Times

Break times are busy at BSG! Students often like to play sport, socialise and, of course, eat! The menus can be downloaded from our website. BSG offers a variety of food and all students have access as part of their fees. If it is wet break, a sign will be placed by all main entrances. Students must be in either the Canteen, their form rooms or the Library.

Coffee Shop Rules

Year 12/13

Hot/cold drinks and food can be bought at anytime. They can be consumed in the Common Room, on the Patio or in the Canteen.

Year 10 and 11

Drinks and snacks can be purchased before school, providing you are not late for registration, and at break/lunch time. The coffee shop is out of bounds after 1:00pm. Hot drinks can be purchased and must be consumed in the patio area.

Year 7-9

No hot drinks can be purchased.

Cold drinks and snacks can be purchased before school, providing you are not late for registration, and at break/lunch time. The coffee shop is out of bounds after 1:00pm.

BSG Times

<https://www.bsgtimes.com> The BSG Times is our very own online newspaper aimed at students and run by students. It is a great portal to everything that is happening at the school.

Bulletins

Student Bulletin

Each day, students are emailed the Student Bulletin. This is also displayed in their form time. It contains important messages for the day. You can see the Student Bulletin on The BSG Times.

Parent Bulletin

Each Friday, a bulletin is emailed to parents (and a link added to The BSG Times). Please do take the time to read this as it highlights the events of the week and the calendar for the week ahead.

6th Form Bulletin

This is issued to 6th Form Students and their parents each week via email.

Newsletter

Our half-termly Whole-School Newsletter is an outstanding window on our school. It is full of news, views and key events.

Bullying

All organisations experience bullying at times. We have a detailed anti-bullying policy which makes clear the consequences for anyone involved in bullying others, but also accepts that both bully and victim need support.

Buses

For students who normally use the bus please note that buses will not wait in the mornings/after-school. If a student is late, they will leave without them. After-school it is important that students/parents inform their bus monitor if they are not intending on using the bus service that day. This should be done before 12 noon by contacting the Academic Secretary.

Careers

At BSG we are committed to preparing our students for their next steps either educationally or within the world of work. Our Careers & University Guidance Advisor is Yanyan Wu yanyan.wu@bsg.org.cn.

We have devised a comprehensive Careers programme to ensure that our students are fully informed about their suitability for future careers. Each student has a careers profile and we use specialist software to support this. Careers education is a part of the PSHE programme from Year 7 upwards.

The annual Careers Fair is open to all older students and allows them the opportunity to ask questions of professionals from many different fields.

We provide the opportunity for all students from Year 10 – 13 to attend lunchtime talks from visiting

universities (over 30 last year), as well as on various summer programmes.

Year 12 students are invited to the Hong Kong Careers Fair, which is run by the British Council.

Starting in Year 11, students begin one-on-one university mentoring, which involves advice, discussion and research to enable students to reach well-thought through conclusions about their final choices of which country and what course to apply for. This advice also includes avenues for events, trade fairs and talks which students may wish to attend in order to improve their upcoming Personal Statement.

We have a fully-stocked Careers Library that covers everything from University life to specific Job advice.

In June we run a two-week Careers/University Programme for all Year 12 students, as well as offering work experience. We aim to make this as relevant as possible to the university course that each student has applied for. In the past this has included placements with companies such as Marks & Spencer and KPMG.

Charity Committee

The student charity committee take part in a number of activities to support and promote the school's chosen charities. Their involvement this past year has ranged from collecting toiletries and distributing them to homeless people in the locality to celebrating Movember with beard growing and a Crazy Hair Day! Our charity committee are led by an elected group of students who applied and were interviewed for their roles, they work tirelessly throughout the whole school in order to ensure that they have a presence within any charity initiatives. The school's current affiliated charity is: Hopeful Hearts.

Closure of School

Should the school have to close for any reason, notification, via email, will be sent to parents from the Principal. This message will also be posted to our website and Wechat page.

Global Campus

The Global Campus is an NAE platform that allows all of our students to connect across 40+ schools. It is an excellent learning resource and departments are expected to utilise the many resources and events that take place. There are annual expeditions that students can attend to Tanzania and Switzerland. NAE schools also have exclusive links with the Juilliard School of Music and MIT which afford our students amazing opportunities.



Health & Safety (H&S)

H&S is paramount at BSG and your child's safety is our priority. We carry out regular practice evacuations and fire drills. If you are in school when the alarm sounds, please follow the instructions of the staff. Please ensure you wear your ID Badge in school.

Please do make us aware of any safety concerns you may have.

Homework

Homework is fundamental to good teaching and learning and the development of students as responsible learners. Homework is a vital part of the study programme at BSG. It attempts to:

- enhance the learning experience
- raise achievement
- motivate students
- develop independent learning
- increase self-discipline
- encourage off-site learning
- develop home-school links
- allow consolidation of learning
- assist future class work
- develop planning skills
- encourage ownership of learning
- raise parental co-operation and support

Types of Homework:

The form that homework can take is varied. It can be:

- an extension of class work to develop and/or clarify aspects of that subject
- a separate piece of research work on a familiar or relatively new topic
- preparation for a future lesson
- revision for a test
- coursework/projects
- finishing - occasionally and fit for purpose

Student Planners:

- student planners are issued to all students
- students will be inducted on how to use them by their form tutor
- must be brought to every lesson
- homework set by staff must be recorded in the planner by the student, accompanied by a completion date
- students are responsible for obtaining a parental signature in their planner on a weekly basis. Parents may use it to add any comments
- timetables are provided by Heads of Year.

KS 3: one piece per subject per week, 30-60 minutes (Year 7 homework is staggered in Term 1)

KS 4: one piece per subject per week, 1-2 hours

KS 5: one/two pieces per subject per week, 3-5 hours

Houses

The House system unites the students into Houses for activities and competitions during the year:



The points for inter-House events and activities are coordinated by the Heads of House. Every member of staff is assigned to a House and is expected to support and mentor the students within that House to organise and participate in events. The House Trophy will be awarded to the winning House Captains on Awards Day. At the end of Terms 1 and 3 there is a House-based KS3 challenge that runs over three days.

International Award (IA)

The International Award is an exciting programme that many of our students follow. The coordinator is John Joyce john.joyce@bsg.org.cn.

- BRONZE IA is for those over 14. The minimum time to gain this Award is 6 months.
- SILVER IA is for those over 15. The minimum time to gain this Award is 12 months.
- GOLD IA is for those over 16. The minimum time to gain this Award is 18 months.

It is possible to start at any Level – some participants work their way through all three, whilst others start at Silver or Gold.

ID Badges

ID badges must be worn by staff, parents and students at all times. Replacements cost 50rmb.

IT

Students in Years 7-9 will receive an iPad to assist them with their studies. This will allow instant Internet research and the use of educational apps. Student Operating System Language must be set to English.

In Years 10 – 13 BSG operates a one-to-one laptop programme. Each key stage 4 and 5 student is given a laptop, an Apple Mac Air 11", with 128 GB Hard Drive Memory and 4GB of RAM.

Students may not use their own digital devices in school. Those that do will have them confiscated and passed to their Head of Year for safe storage.

Acceptable Use Agreement: Students – Secondary

- I will only use ICT systems in school, including the Internet, learning platform, email, digital video, mobile technologies, iPads, e-readers, cameras for school purposes.
- I will not download or install inappropriate software or games on school technologies.
- I will only log on to the school network with my own user name and password.
- I will follow the school's ICT security system and not reveal passwords to anyone & change regularly.
- I will make sure that all ICT communications with pupils, teachers and others is responsible and sensible.
- I will not cyber bully pupils, teachers and others through the medium of social networking, email, chat rooms, text or instant messaging.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will read and adhere to any website's terms of conditions of use – including those around age restrictions and copyright of information/data.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of pupils and/or staff will only be taken, stored and used for school purposes in line with policy and not be distributed outside the school network without the written permission from the school.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring it into disrepute.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I will not engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or distributing viruses, disrupting services, or damaging files or making unauthorised modifications to school data.
- I will not bring unsuitable material into school on any device including USB memory sticks.
- I understand that all my use of the Internet and other related technologies is monitored and logged and can be made available to my teachers.
- I understand that this agreement refers to the use of any hardware and software whether it is owned by the school, myself or another person.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carers may be contacted.

Learning Support

From time to time students will experience difficulties in their learning and intervention is necessary to help support them. Sometimes support can be given from a specialist Learning Support Teacher or Assistant. This support may take place in the classroom or the student may be withdrawn; support may be for a short period or may extend throughout the child's school career. Where current students

develop a need for Learning Support, we will contact parents. There may be an extra charge where support needs are significant. The Head of LS is Monica Daryani: monica.samtani@bsg.org.cn

Leavers

If your child is leaving the school, please contact their tutor and our admissions team immediately: admissions@bsg.org.cn

Once confirmed, leavers need to complete a 'Leaving Form' that must be signed by all of their teachers to confirm all resources have been returned. The form must be returned to Mrs McKenna to ensure parent deposits' are not withheld.

Lesson Timings

Students must be prompt to school and all lessons. Poor punctuality will be addressed through our behaviour policy.

Period	Time	Duration (minutes)
Registration	08:00 - 08:15	15
1	08:20 - 09:30	70
Morning Break	09:30 - 09:50	20
2	09:50 - 11:00	70
3	11:05 - 12:15	70
Lunch	12:15 - 13:05	50
Form Time	13:05 - 13:35	30
4	13:40 - 14:50	70
ASAs (Tues-Thurs)	14:55 - 15:50	55

Lockers

All students have a locker. Most of these are opened with the student ID card. A spare key is kept at The Pastoral Office. Lockers must be kept tidy and not used to store food. Lockers must be emptied at the end of each term.

Lost Property

Students are to be encouraged to clearly name their property. Lost property is kept at Secondary Reception.

Medical Care

There are first aiders located in each area of the school. There are also nurses across the school. Students who become unwell will be sent to the nurse by their teacher. Students may not visit the nurse without permission, except in an emergency. It is important that students do not contact parents directly should they feel ill. Only the school nurse or a member of staff should contact parents.

Merits

At BSG we use a merit system to reward students for outstanding work and behaviour.

Merits are given for:

- displaying the school's Core Values
- performing for the school (choir, sports etc...)
- performance in assessments (either progress or attainment)
- performance in homework tasks
- any other reason deemed worthy of a merit

Other reward systems such as student of the month, trips etc. are also frequently used. Merit certificates are awarded through the school when certain levels are attained.

25 Merits	Bronze	100 Merits	Gold
50 Merits	Silver	200 Merits	Platinum

Sixth Form Students do not receive merit points but, instead, are rewarded by Coffee Shop points!

Music

There are many opportunities for students to get involved in music at school, including regular practices, ongoing clubs and major concerts. We strongly encourage all students to be involved.

New Starters

We regularly have new students joining us throughout the year, often at short notice. The Pastoral Team will support tutors in assigning a buddy and contacting parents to ensure a smooth transition into school life.

Parent Portal

The Parent Portal allows parents access to student timetables, merits and academic reports. Login details are sent at the start of each year.

Parent Support Group

The PSG is body of parents who meet each term with senior staff with a view to support the activities and aims of the school.

Parent-Teacher Conferences (PTCs)

PTCs are held according to the School Calendar. It is hoped that all parents and their children will attend PTCs. Appointment sheets are used. For parents who are not fluent in English we can provide assistance.

PSHE

Form Tutors will deliver a PSHE programme each week. This covers many aspects relating to social, health and emotional development.

Punctuality

Students who are late to school need to sign in at the Secondary or Nanhu Reception. Repeated lateness to school is not tolerated and Year Heads will contact the parents of students who are repeatedly late to school without a valid reason.

Residential Programme

All students are expected to attend their respective residential weeks, which occur in October. These tend to be China-based with older students heading overseas. Year 12 also have the option of attending the NAE Camp in Tanzania.

References

If you are leaving and require a reference or transcript, please contact your child's Head of Year.

SAT Tests

We are a registered SAT centre and offer 4 opportunities each year for those who are seeking to apply to American Universities. Tests take place on a Saturday and invigilation is paid.

Sport

There are many opportunities for students to get involved in sport at school, including regular training, weekly fixtures and major tournaments (such as FOBISIA). We strongly encourage all students to join in, have fun and keep fit.

Student Planners

Each student has a planner which they are expected to have with them in all classes. The planner contains important information as well as being a means of recording homework, communicating with parents and monitoring student progress. The planner also has areas where students can register their House Points and spaces for personal reflection and tracking academic performance. Students should keep planners neat and free of graffiti.

Student Voice

Our Head Students are selected in Term 1, along with the other members of the Student Leadership Committee (SLC). The SLC sit atop the various student groups and chair meetings before feeding back to Senior Staff. There is a Student Constitution which outlines the roles and responsibilities of all Student Leadership positions.

SLC

This is the highest position of student responsibility and the demands reflect this. The SLC meet with the SSLT each month, write a monthly report and give feedback in half-termly assemblies.

Other positions of responsibility include:

Subject/Pastoral Prefects

Sixth form students will act as prefects to further assist our student body and as a way of developing leadership and responsibility. Prefects will be accessible to support students who need extra assistance.

House Captains

House captains are selected following an application and interview process. Students have numerous tasks and these are especially related to arranging teams for the various house events and Key Stage 3 Challenges. Each house will elect 2 Senior and 2 Junior House Captains for the academic year.

Student Council

The student council provides our students with a voice for change regarding school-wide issues and improvement. Our student council consists of members that hold other leadership positions, including: house captain, listening ear and the charity committee. Through student surveys, discussions in meetings and feedback boxes, the student council has tackled various student-led initiatives.

Learning Reps

Students apply and are appointed as Learning Representatives. They are explicitly involved in working together to help further promote teaching and learning within the school.

Charity Leaders

Students will be appointed through an application process and interview. They will meet regularly to plan and organise charitable events.

Literacy Leaders

A Literacy Leader is a selected student who is able to offer Literacy support for younger students. The Literacy leaders are paired with a younger student, usually in Year 6, 7 or 8, who they will support.

Primary ASA Leaders

This role is given to students in Year 9 upwards, who opt to take Primary ASA Leadership in an ASA block. This involves students planning and delivering Primary ASAs to our Primary students.

Study Leave

For Years 11-13, Study leave begins in Late April/Early May each year. Parents need to sign a waiver to allow their child to study from home after this point. For those who wish to continue to attend school, the library is used for quiet study (supervised by a member of staff). Where a student has a written exam before formal study leave begins, they may miss ASAs (if it is a following morning exam) or they may miss the morning of school (if it is an afternoon exam).

Travel to School

Most students use the school bus, come by car or walk to school. A very small number may wish to cycle. Where this is the case, both student and parent must sign a 'travel to school waiver' in order to use the bike shelter at the front of school.

Trips

The amount and variety of trips we offer at BSG is extensive. In 2016/17, students have been to Tanzania, Thailand, Malaysia, Hong Kong, USA, as well as throughout China.

Umbrellas

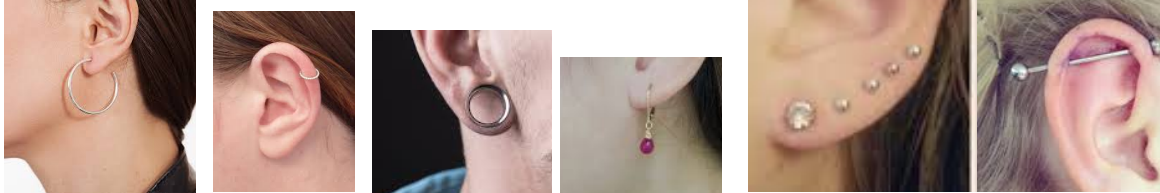
If you borrow a school umbrella, please return it!

Uniform

When entering and leaving, or whilst on the premises, all students must be in full correct uniform or in full correct PE or sports kit. The PE uniform may only be worn for games, PE lessons or appropriate after school activities. Students may not arrive to school nor attend other classes in PE uniform. Students playing sport at lunchtime must wear the BSG PE/House/FOBISIA T-shirt and change at the end of lunch, unless they have PE during Period 4.

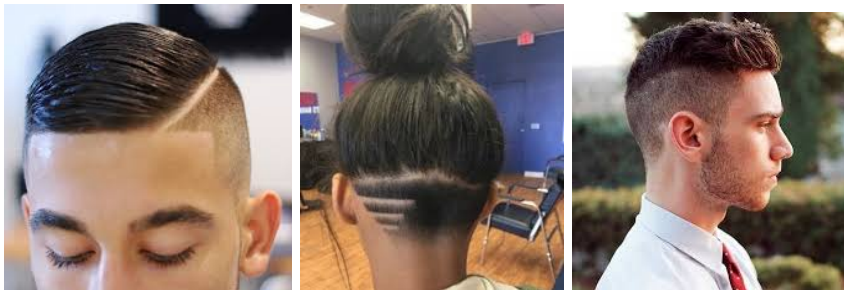
In General, appearance must:

- Support, not disrupt, the learning environment
- Constitute no threat to health or safety
- Be tasteful and unable to be construed as provocative or obscene
- Reflect practices of good hygiene and cleanliness
- Hair should be neat and well kempt
- Extreme hair colours will not be allowed. Hair must be one colour only
- For Health & Safety reasons only the following may be worn in school:
 - Maximum one stud earring in each earlobe.
 - No drop, bar, spacers or hoop earrings shall be worn. These are a safety hazard.



These are NOT permitted

- One discrete bracelet and ring can be worn.
- No body piercing; e.g. nose piercings are not allowed.
- No necklaces can be worn due to safety concerns.
- Hair should be neat and tidy, with no extreme fashion for all Year Groups.



These are NOT permitted

- Watches and studs should be removed for PE (recently pierced ears should be taped over with a plaster - provided by parents). Staff are not permitted to put ear studs back in if the student cannot manage it.
- Watches with phones or listening apps are not allowed in school.
- If a student is taking part in a school event held outside that is likely to increase exposure to sun (Sports Days for example), hats are strongly recommended.
- Shoes must be a single colour, black leather upper. They should be clean and polished. Heels over 1.5cm are not permitted.



These ARE permitted





These are NOT permitted



- Belts should be plain.
- If thermal undergarments are worn, these must be plain black or white in colour and should not interfere with the overall look of school uniform.
- Outside clothing should not be worn inside the school building; this also includes school issued fleeces, coats and hoodies.
- Make-up and nail varnish should not be worn to school.
- Visible tattoos are not acceptable.
- Headphones are not part of the uniform and must not be worn nor seen.



These are NOT permitted

- Students that require special dispensation from following the uniform guidelines must seek prior permission from the Head Teacher.

Please note that we will ask students to remove headphones and inappropriate jewelry. For repeat offences, we will confiscate items until the end of the week or the half-term.

Our uniform shop is located just out front of the school.

Students can also order uniform by placing orders at Nanhu reception **during break time and then pick them up during lunchtime**. An online ordering system is due to be introduced soon. We are also looking to introduce a second-hand uniform shop run by our Charity Committee. If you are leaving, please donate any uniform **to the secondary reception** in good condition.

Secondary Summer

Years 7 - 11 Summer

10. Shirt (Boys)



03. Shorts (Boys)



05. Ankle Socks (Boys)



17. Tie



11. Short-Sleeve Blouse (Girls)



12. Skirt (Girls)



35. Sport Socks (Girls)



32. Blazer (Boys)



31. Blazer (Girls)



Years 7 - 11 Winter & Dress

14. Long-Sleeve Shirt (Boys)



18. Trousers (Boys)



32. Blazer (Boys)



05. Ankle Socks



15. Long-Sleeve Blouse (Girls)



12. Skirt (Girls)



31. Blazer (Girls)



17. Tie



06. Wool Jumper



Tights



36. Knee-High Socks (Girls)



Secondary Winter



Years 1 - 13

21. PE Shirt



23. PE Shorts



35. Sport Socks



20. Sports Bag



25. PE Hoodie



26. Track Pants



Swimming & House Attire

30. Swimming Shorts (Boys)



46. Swim Bag



29. Swimming Suit (Girls)



22. House T-Shirts



27 & 28. Swimming Caps



Please note: Girls can wear trousers as part of the normal school uniform but these are not stocked at the uniform shop. Any trousers must be tailored, dark grey, full length – students/parents should check with their Head of Year before wearing.

Sixth Form Dress Expectations

Our expectation is that 6th Form Students follow the general guidelines above and that they dress in a business-like manner.

Boys

- Smart trousers (not jeans or shorts)
- Conventional shirt (long or short sleeve according to preference but tucked in)
- Tie
- Smart shoes
- White, black, grey or navy socks

Girls

- Smart skirt, city shorts, trousers (not jeans) or dress
- Skirts/dresses a maximum of 3 fingers widths above knee
- Shirt or blouse (long or short sleeve are acceptable, as long as they are modest and not extreme)
- Tops - 3 finger widths maximum below collar bone
- Shoes – Trainers or flip flops are not acceptable
- Modest make-up allowed

Not Permitted

- Denim or denim-effect clothing of any colour
- Combat/camouflage trousers
- Shorts, beachwear, strappy or revealing tops or bare midriffs, t-shirts
- Trainers / Flip-Flops
- No spaghetti tops
- No open-toe shoes are allowed
- No combat boots are allowed
- No slogans are allowed
- Always wear sportswear when doing sports
- No sweats

Please note that, if deemed necessary, including for repeat offenders, 6th Form Students will be sent home to change. Parents will always be contacted first.

Non-Uniform (MUFTI) Days

Non-uniform days are occasionally held during the year for the purpose of celebration and/or raising money for good causes. For a small amount of money, students can wear their own clothing. Though they have choice in what they wear, students must not wear clothing that is inappropriate for school. In particular students must wear:

- Appropriate footwear for technology and science laboratories
- Clothing that is neat and tidy and not in disrepair or exhibiting inappropriate logos or words
- Clothing that is modest (no low-cut, bare-midriff or revealing outfits)
- Skimpy shorts are not allowed
- If timetabled for PE, normal PE kit must be worn

Normal standards for jewellery and make-up will apply. Students are encouraged to enter into the spirit of the day, which is primarily to help others less fortunate (it is not a fashion competition). Students are expected to be considerate of other students at all times.

Visits

Any visitors to school must arrange a visit in advance, unless part of a recognised school event, e.g. Parent-Teacher Conference. Please do not turn up unannounced to see a teacher, as they are likely to be busy.

VLE

We use Moodle as our official VLE. Please ask your child to show you how Moodle works!

Yearbook

The school produces an annual Yearbook which is a wonderful way to celebrate the year. This will be given to your oldest child in June.

APPENDIX 1: Parent, Student & School Charter

At the British School of Guangzhou we promote a partnership between parents, students and teachers in the knowledge that our students' learning opportunities are greatly enhanced by a spirit of mutual trust, collaboration and respect between all parties.

Three promises from the school

- Your child will be inspired by highly qualified professional teachers to develop a 'Lifelong Love of Learning.'
- Your child will be challenged by a world-class curriculum to achieve academic success within a safe and welcoming international environment.
- Your child will attend a school that actively promotes the core values of respect, integrity, commitment and responsibility.

In line with these promises and the school's Core Values, we have expectations for each valued part of our community.

We expect each parent or guardian will:

- Actively support the school, its ethos and core values;
- Work in partnership with administrative and academic staff;

- Inform the school promptly of any concerns and work together to resolve issues appropriately and politely;
- Understand that all children are likely to misbehave at sometime;
- Respond promptly to concerns raised by members of staff;
- Ensure regular and punctual attendance;
- Ensure that children are collected punctually each day;
- Ensure their children wears full school uniform, including PE uniform;
- Ensure their children are equipped to meet the needs of all lessons;
- Understand that sport, including swimming, is a compulsory part of the curriculum;
- Make every effort to attend Parent Evenings;
- Support enrichment programmes, including residential trips;
- Be involved in the life of the school by attending events and offering support to Parent Groups;
- Communicate effectively with the school and work together with staff to resolve any issues or grievances that may arise;
- Understand and respect the need for confidentiality when dealing with sensitive issues;
- Use cameras respectfully during performances or events.

We expect each student will:

- Work to the best of their ability;
- Complete all homework and coursework;
- Be actively involved in learning;
- Achieve regular and punctual attendance throughout the year;
- Respect all members of the school community;
- Be responsible for their own work, behaviour and belongings;
- Follow school rules and be mindful of the reputation of the school;
- Promote our Core Values and act as role models to younger students;
- Take full advantage of enrichment and residential programmes in order to get the maximum benefit of a broad and balanced curriculum;
- Demonstrate appropriate care for school facilities, resources and environment;
- Share issues that are causing them anxiety with tutors or teachers and try to find solutions.

We expect each teacher will:

- Act as a role model to our students, actively promoting our Core Values;
- Go the 'extra mile' to meet the needs of all students,
- Ensure each lesson is challenging and engaging;
- Engage with parents and provide clear progress reports;
- Be prepared to challenge behaviour that is at odds with our Core Values;

- Look for opportunities to celebrate success across all areas of the curriculum;
- Present a professional image at all times;
- Contribute to the wider development of the school;
- Be fully aware of school Health & Safety and Child Protection procedures;
- Effectively communicate with parents and provide opportunities for parental involvement in learning;
- Deal with any questions or issues with integrity while respecting the need for confidentiality when dealing with sensitive issues.

This charter is created with the greater good of our community in mind. Should you have any concerns whatsoever that these expectations are not being met, please make an appointment with us immediately.

With your support we very much look forward to helping your child achieve his or her full potential within an environment we are all proud to support.

Sincerely yours,
Mark Thomas
Principal
The British School of Guangzhou