

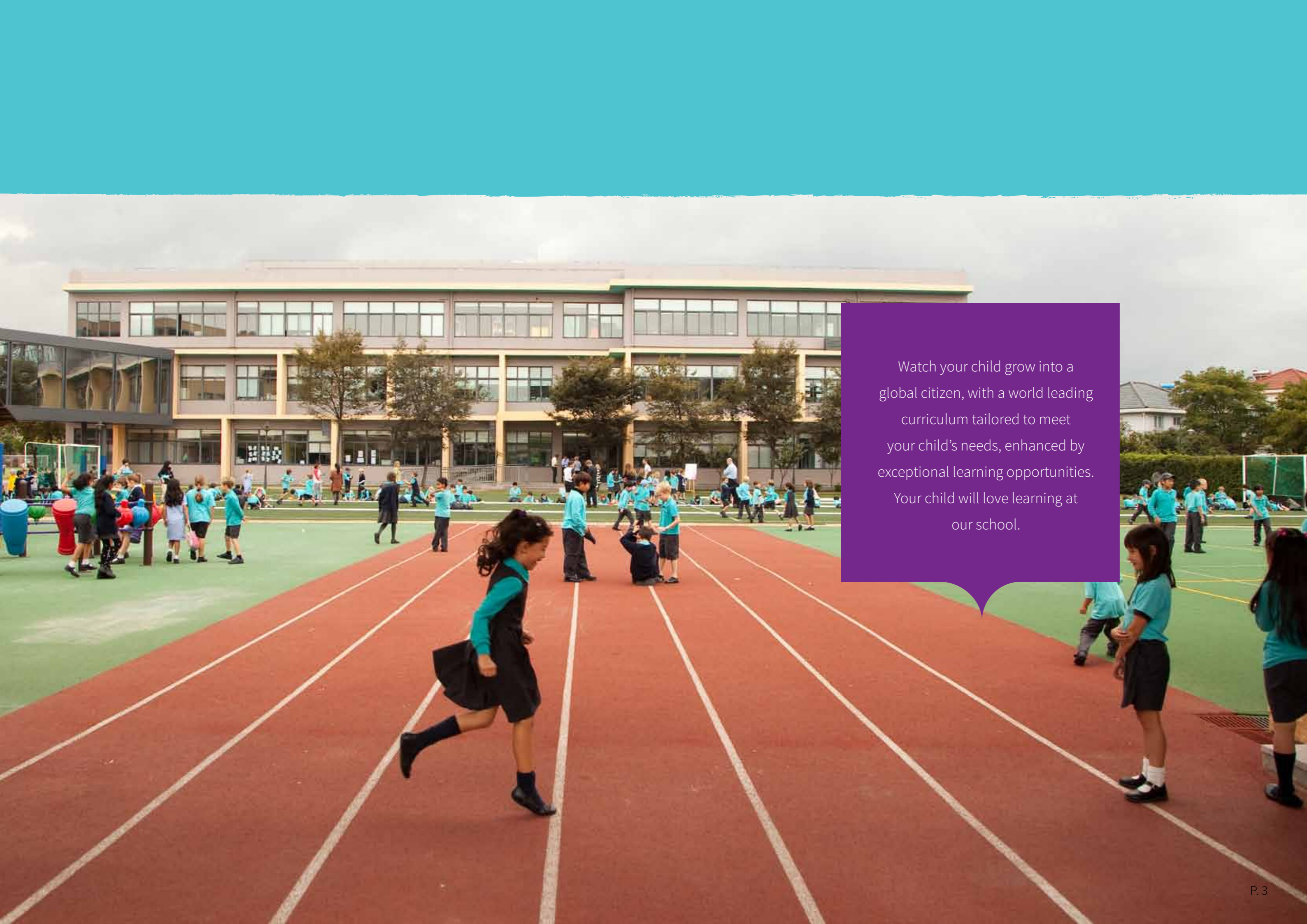


Welcome Book



**NORD ANGLIA
INTERNATIONAL SCHOOL**
SHANGHAI, PUDONG

2015



Watch your child grow into a global citizen, with a world leading curriculum tailored to meet your child's needs, enhanced by exceptional learning opportunities. Your child will love learning at our school.

Welcome Letter

Dear Parents,

Welcome to Nord Anglia International School Shanghai, Pudong or NAIS Pudong as we like to call ourselves. We are delighted you have chosen to be part of our school community and hope you will take every opportunity to be involved in school life.

To ensure you have at your fingertips all the information you need to make this a successful year, we have compiled this concise and user-friendly handbook with useful school information and contacts. Inside you will find:

- Contact details for school leaders, year leaders as well as administration staff
- Key information for starting school including buses, uniforms and lunches
- Methods of communication with parents
- Co-Curricular Activities and our House system
- Health and Safety information
- Key term dates

You can also find a pdf version of this handbook on our website under Student Life – The Essentials and we will update it whenever necessary.

Remember, this is your school and we want you to feel part of your child's learning journey. Please take the time to read this handbook and keep it on the fridge or in your home office.

Regards,



Mrs Lesley-Ann Wallace

Principal

Key Contact Information

NAIS Pudong School Leaders

Name	Position	Telephone	Email
Lesley-Ann Wallace	Principal	5812 7455 ext 1005	principal@naispudong.com
Sarah Harris	PA to Principal	5812 7455 ext 1006	patoprincipal@naispudong.com
Jen Tyrell	Director of Admissions and Marketing	5812 7455 ext 1017	j-tyrell@naispudong.com
Dinah Hawtree	Head of Secondary	5812 7455 ext 1102	d-hawtree@naispudong.com
Lisa Passante	Head of Primary	5812 7455 ext 1007	l-passante@naispudong.com
Carol Camargo	Deputy Head of Secondary	5812 7455 ext 1012	c-camargo@naispudong.com
Andrew Howard	Deputy Head of Secondary	5812 7455 ext 1076	a-howard@naispudong.com
Barrie Scrymgeour	Deputy Head of Primary	5812 7455 ext 1009	b-scrymgeour@naispudong.com

2015/2016 Year Leaders

Name	Position	Email
Tamara Keenan	Early Years Leader	t-keenan@naispudong.com
Sofia Finan	Y1 Leader	s-finan@naispudong.com
Sally Scrymgeour	Y2 Leader	s-scrymgeour@naispudong.com
Nia Schopp	Y3 Leader	n-schopp@naispudong.com
Chris Kalff	Y4 Leader	c-kalff@naispudong.com
Lisa Lawrence	Y5 Leader	l-lawrence@naispudong.com
Fran Waller	Y6 Leader	f-waller@naispudong.com
Charline Procter	Y7 Leader	c-procter@naispudong.com
Craig Northedge	Y8 Leader	c-northedge@naispudong.com
Joanne Parrish	Y9 Leader	j-parrish@naispudong.com
Joe Dawson	Y10 Leader	j-dawson@naispudong.com
Anna Jeffrey	Y11 Leader	a-jeffrey@naispudong.com
Bevan Graham	Head of IB Academy	b-graham@naispudong.com

Support and Administrative Staff

School Function	Name	Telephone Number	Email
Director of Sport and CCAs	Noel Wallace	5812 7455 ext 1039	n-wallace@naispudong.com
Reception		5812 7455	main-reception@naispudong.com
Finance	Helen Xu	5812 7455 ext 1025	h-xu@naispudong.com
Admissions		5812 7455 ext 1015	admissions@naispudong.com
School Nurse		5812 7455 ext 1103	schoolnurse@naispudong.com
Primary Secretary	Belinda Lai	5812 7455 ext 1105	b-lai@naispudong.com
Secondary Secretary	Hanna Zhou	5812 7455 ext 1008	h-zhou@naispudong.com
Admissions Manager	Chris Lawrence	5812 7455 ext 1080	c-lawrence@naispudong.com
Head of Enrolment Management	Kim Duker	5812 7455 ext 1081	k-duker@naispudong.com
PR & Community Development Manager	Lynette MacDonald	5812 7455 ext 1082	l-macdonald@naispudong.com
Communication and Events Officer	Stephanie Pierard	5812 7455 ext 1089	s-pierard@naispudong.com
Community Group			community@naispudong.com

Key Information for Starting School

We are excited to welcome you to Nord Anglia International School Shanghai, Pudong (NAIS Pudong). This section of our welcome book contains some useful information for starting school.

SCHOOL BUS

When you start school at NAIS Pudong our Admissions team will organise the school bus for you. Once you have started at the school, if you need to make any changes to your bus arrangements or if you have any questions regarding our school buses, please contact our bus coordinator, Mrs Lily Chen via email at l-chen@naispudong.com or phone **5812 7455 ext 1053**.

Each school bus has a bus monitor, who is also one of our teaching assistants. You will receive the name and mobile telephone number of your bus monitor prior to the first time your child catches the school bus. Your bus monitor will also make contact with you to confirm your pick up and drop off locations and times.

The school bus should be a safe and comfortable environment for all. The bus monitor will supervise the children and ensure that they are safe and that their behaviour is acceptable.

Role of the Bus Monitor:

- To ensure that all the correct children leave school on the correct bus (supported by our teaching staff)
- To ensure that all children wear seat belts and remain seated throughout the journey
- No children are permitted to sit in the front seat
- To contact parents if there is any delay to the service
- To contact parents if the child is not waiting at the bus stop as expected (please note the bus will wait only 2 minutes before leaving)
- Monitor student behaviour (in accordance with the School Transport Code of Conduct)

Students are required to follow all instructions given by the bus monitor.

Please note that Primary students (up to Year 6) must be met at the bus stop or other agreed drop-off point by a responsible and designated adult. If the designated adult is not at the stop, an attempt will be made to contact the parents before the bus returns the student to school.

SCHOOL PICK UP AND DROP OFF

Please note that no drop off at school will be allowed before 8.15am, however, IB students may arrive from 8am. Early Years children should be accompanied to the Early Years building. Children must be picked up and dropped off either at our main reception or Early Years foyer.

SCHOOL UNIFORM

School uniform is compulsory for Reception – Year 11 students. IB students wear business attire.

The Uniform Shop is located in the Main Reception area. Opening hours are 8.30am - 4.00pm Monday to Friday (closed for lunch between 12pm to 1pm and on Chinese public holidays).

Order forms can be requested by emailing uniformshop@naispudong.com. Payment, in a sealed envelope and clearly marked with your child's name and year group, should then be sent to the Uniform Shop. Our uniform shop also has a card machine for payments via local debit and credit cards, and international VISA and MasterCard, with a small surcharge.

As a reminder, all students should go to school in the appropriate uniform. No radical haircuts will be accepted at school; students should wear long hair tied back. Jewelry and piercing,

Key Information for Starting School

if worn, should be discreet and students should not wear brightly coloured nail varnish.

Students who are moving into Year 1 will need to wear the Primary uniform and students moving into Year 6 will need to wear the Secondary uniform.

The school uniform expected of students in the Secondary School does not apply to IB students; however, there is a requirement that students attend school smartly dressed.

PE UNIFORM

Unless students are undertaking a specific sport, then normal PE uniform consists of the white/black polo shirt and black shorts. This may be bought from the Uniform Shop.

Additionally, proper trainers should be worn. It is important that students bring a water bottle, hat and sunscreen when they have PE lessons during the summer. Children participating in football must always wear shin pads and those participating in rugby must always bring the appropriate footwear and a mouth guard. If these health and safety regulations are not met, then students may be excluded from lessons and practice.

Please refer to our website for uniform details:

www.naispudong.com/uniform

SCHOOL LUNCH

Our catering provider aims to serve healthy meals which accommodate most dietary and religious needs. Lunch menus are posted on the school website each week:

www.naispudong.com/menus

For new students from Years 6 to 13, our Admissions team will help you purchase a lunch card for your child(ren). If cards are lost there is a charge of 30RMB for a replacement card.

Pre-Nursery to Year 5 students are not issued with cards. Their lunch accounts will be debited daily according to the morning register taken by the Class Teacher.

It is not compulsory for your child to have school lunches. If you prefer to send school lunch from home, we encourage this to be a healthy option. It is also important to note that we are a NUT FREE school. Please see our Allergy Policy on the website under Our Students – Health and Wellbeing.

Communication

COMMUNICATION WITH PARENTS

We use a wide variety of methods to communicate with parents, including our website, newsletters, emails, letters home, social media and phone calls. We usually use a couple of different methods for updating you on important information, as we appreciate that communication can be a challenge in China. This section of our welcome booklet contains useful information about our regular communication methods. We are an open school that welcomes parents coming in to talk to our teaching staff, and you are welcome to make an appointment to come and talk to us at any time.

WEBSITE

Make sure to visit our website regularly - www.naispudong.com - as it contains a wealth of information about the school, events taking place in the school and news on what is happening in and outside of the classroom.

Helpful parts of the website include a calendar of events for the school over the year, which is also regularly updated. All school newsletters and letters sent home will be available via the website as well.

You should click on News and Events to access this information.

NEWSLETTERS

Parents of Primary School students will receive a weekly newsletter outlining what is coming up in the classroom in the relevant year group. The newsletter will also contain reminders of important events.

Parents of Secondary School students will receive a fortnightly newsletter for each relevant year group.

Every week we will also send you a general school newsletter which will include a letter from the principal, whole of school highlights, important reminders and upcoming events.

HAVING TROUBLE RECEIVING NEWS?

If, for any reason, you have issues receiving electronic communications from our school please email publications@naispudong.com

SOCIAL MEDIA

Our school uses Facebook on a daily basis to update parents with urgent messages or to share good news stories. If you use Facebook, please like our page www.facebook.com/naispudong to make sure you receive these updates. We are also on Twitter (@naispudong), YouTube and Instagram.

MEETING REQUESTS

Sometimes, it is just easier to come and see one of the staff here at school. For this reason, we have included key contacts, including the year leaders for each part of the school, in this booklet to ensure you can get in touch with the person you need to see.

ABSENCES

Parents must inform the bus monitor and the class teacher/form tutor when children are absent due to illness or other reason.

Notes are required from home for:

- absences (approval is needed from the Principal for leave during term time)
- being out of uniform (school and/or PE uniform)
- being late
- leaving school early (required prior to leaving)

Academic Communication

Communication between school and home is very important and throughout the year you will receive a range of academic communication.

ACADEMIC REVIEW

Academic Review allows parents and students to meet with teachers to review individual targets and progress.

Our Academic Review schedule includes at least three formal consultations or meetings between parents and teachers in every year group, from Early Years right through to IB Academy. Meetings will be used to discuss the progress information provided on reports and to give more time for teachers to comment on each child.

During the meeting, students and parents can discuss the student's targets, their progress across all subjects and their attitude to learning.

REPORTING PROGRESS

We will send information home regarding your child's progress and attainment four times per year; a settling in report within the first month of the school year and then one each term.



Co-Curricular Activities

Co-Curricular Activities are complementary to the curriculum and help with your child's learning and development beyond the classroom. We host over 150 different activities for students to get involved in outside of the academic

curriculum. They are an essential part of your child's education, encouraging independence, perseverance and commitment. The CCA Programme includes sports, performance, creative arts, languages, music and many more.

House System

Every child will be placed into one of our four houses at the start of their school career. The house system gives students an opportunity to play an active role across a range of activities, working with their peers within their house and developing skills and talents.

We encourage students to play an active role in the success of their house. Individual and team efforts are rewarded and students are

expected to contribute to Inter-house competitions throughout the year.

The house system also offers a large number of leadership positions and House Captains are encouraged to take ownership of their house by organising and leading particular events.

The houses have Chinese names and the names and meanings are as follows:

Dao – The Way



De – Integrity



Qi – Energy



Li – Dignity



All students will be issued with a house badge to be worn with pride.



English as an Additional Language (EAL)

Being a diverse international school, EAL is a big component of some children's education.

EAL at our school is a course that is designed to help students develop their language skills, learn more about school life, how to talk and interact with people to get the best out of their education. It allows students to learn English with others in a relaxed and friendly environment where they can make friends and learn how to express themselves properly in a different language.

Whether your child is a beginner in English, in the early stages of learning English or just needs a little extra help, EAL is here to help your child enjoy their time at school and acquire the tools they need to perform to their full potential in their lessons.



Health and Safety

FIRST AID

The school employs one full-time qualified nurse and an assistant to operate the clinic on the ground floor in the Early Years building. They deal with minor medical issues such as cuts and bruises, as well as those children who feel unwell whilst at school. In the most unlikely event of a more serious incident occurring at school, parents will immediately be contacted by telephone to inform them of the accident.

Medicines will only be administered in school in exceptional circumstances. They must be clearly labelled with your child's name and class, and the required dosage and frequency. Such medication should be brought personally by a parent to the School Nurse, where you will be asked to sign a consent form to confirm the details. Students will not, under any circumstances, administer their own medicine.

Please advise us of any medical problems your child may suffer, particularly when there is an allergy to material or food.

KEEPING HEALTHY & STAYING SAFE IN THE SUN

Please ensure your child has a labelled cap at school to wear outdoors; during the hot months ensure they have sun protection. A water bottle is also compulsory to come to school each day. Water dispensers are available all around the school.

AIR QUALITY

Poor air quality can sometimes affect break and lunchtimes as well as outdoor lessons and students may need to remain indoors. Our staff member responsible for Health and Safety will ensure that all teachers and children are aware of the air quality each day, via a flag system at the entrance to each building. Air quality policies will be strictly implemented.

Our school is fitted throughout with high quality air filters, and our health and safety team monitor air quality hourly throughout the school day.

HEALTH

Regular daily attendance at school is compulsory, but sometimes absence is unavoidable if your child is sick. Please inform your class teacher or form tutor of any absence. If your child takes the bus, please inform the bus monitor of any absence.

Key Term Dates 2015-2016

Term 1	
21 August 2015 - 9am to 12.30pm	Orientation Day For all parents - new and returning
24 August 2015	First day of Term 1
3 September - 4 September 2015	School closed for Chinese National Holiday
28 September - 6 October 2015	School closed for Chinese National Holiday
2 November - 6 November 2015	Project Week for Years 6 to 12
13 November 2015	School closed for staff training day
11 December 2015	Last Day of Term 1
Term 2	
6 January 2015	Start of Term 2
8 February - 12 February 2015	School closed for Chinese National Holiday
25 March 2015	End of Term 2
Term 3	
5 April 2015	Start of Term 3
9 June 2015	School closed for Dragon Boat Festival
24 June 2015	End of Term 3

Contact Us

Nord Anglia International School Shanghai, Pudong
600 Kang qiao ban dao, 2729 Hunan Rd
Pudong, Shanghai, 201315

Email

admissions@naispudong.com

School Website

www.naispudong.com

General Enquiries

+86 0-21 58127455