



*School  
Information*



THE BRITISH SCHOOL  
OF BEIJING, SANLITUN

A NORD ANGLIA EDUCATION SCHOOL

*Creating  
great learning  
for the  
leaders of tomorrow*



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## *Welcome from our Principal*

Dear Parents,

I would like to welcome you to The British School of Beijing, Sanlitun. Located in the heart of downtown Beijing, your child will thrive in our school's global community with opportunities beyond the ordinary. Our mission is to be ambitious for every student in our school; academically ambitious, socially ambitious and personally ambitious.

As well as exposing our students to the best elements of a British Curriculum, we ensure a broad and balanced offering by recognising our international context. Collaborations with world leading educational institutions like MIT and Juilliard, prepare students for the demands and expectations of the 21st Century.

My hope is that this handbook gives a flavour of the many different aspects of our school and provides you with information that you will find useful.

When you're part of our school, you join a community of staff, children and parents that put the child at the center of everything we do. We look forward to you working with us closely and I want you to know that my door is always open to you.

David Laird  
Principal

# *Welcome from the Admissions Team*

Whether you are a new or returning family, BSB Sanlitun's Admissions Team is here to help you get up-and-running into the new school year as quickly as possible and, where possible, provide helpful information for your transition to Beijing.

Ph: +86 10 8532 3088 ext 2611  
[sltadmissions@britishschool.org.cn](mailto:sltadmissions@britishschool.org.cn)

Enjoy an exciting and successful 2016/17 school year!

# Key School Contact Information

## Useful Contact Numbers

<b>Primary Reception</b>	85323088	receptionslt@britishschool.org.cn
<b>Early Years Reception</b>	85325320	receptionslkey@britishschool.org.cn
<b>Bus Service</b>	85323088 ext 2633	sltbus@britishschool.org.cn
<b>Nurse (Primary)</b>	85323088 ext 2619	slt nurse@britishschool.org.cn
<b>Nurse (Early Years)</b>	85325320 ext 2682	slt nurse@britishschool.org.cn
<b>Uniform Shop</b>	85323088 ext 2632	sltuniform@britishschool.org.cn
<b>Finance</b>	85323088 ext 2622	bsbfee@britishschool.org.cn
<b>Admissions</b>	85323088 ext 2611	sltadmissions@britishschool.org.cn

## BSB Sanlitun Leadership Team

<b>Principal</b>	David Laird	david.laird@britishschool.org.cn
<b>Deputy Head of Primary</b>	Zoe Hubbard	zoe.hubbard@britishschool.org.cn
<b>Head of Early Years</b>	Kirsten Harding	kirsten.harding@britishschool.org.cn
<b>Admissions and Marketing Manager</b>	Majella O Doherty	majella.odoherty@britishschool.org.cn
<b>Phase 1 Academic Leader</b>	Danielle McKenna	danielle.mckenna@britishschool.org.cn
<b>Phase 2 Academic Leader</b>	Rebecca Kirkby	rebecca.kirkby@britishschool.org.cn
<b>Phase 3 Academic Leader</b>	Jo-Ann Hall	jo.hall@britishschool.org.cn

## Website

Our school website address is:  
[www.bsbsanlitun.com](http://www.bsbsanlitun.com)

# General Information

## School Location

We have two buildings:

Primary Building (beside Volkswagen) comprises Reception up to Year 6.

Early Years Building (opposite Jenny Lou's) has our Pre-Nursery and Nursery classes.

## School Day

The school day starts at 8.30am. Students not travelling by school bus should be dropped off at school between 8.15am and 8.30am. Half-day Pre-Nursery and Nursery students finish school at 11.45am each day. Half-day students staying for lunch must be picked up at 12.30pm.

For all other students, the school day finishes at 3.30pm, except for Tuesdays and Wednesdays, when Year 1 to 6 students have After School Activities (ASAs) until 4.30pm.

NB: You will be notified when ASAs begin and end each term

## Terminology

You will sometimes hear the following terms used for our year groupings:

Early Years (EY):	Pre-Nursery, Nursery, Reception
Key Stage 1 (KS1):	Years 1 and 2
Key Stage 2 (KS2):	Years 3, 4, 5 and 6
Phase 1:	Reception and Year 1
Phase 2:	Year 2 and Year 3
Phase 3:	Year 4, 5 and 6

## Invoicing and Tuition Fees

For finance and fee-related queries, please contact our Finance team at:

[bsbfee@britishschool.org.cn](mailto:bsbfee@britishschool.org.cn)



## Keep us informed

Parents are asked to keep the school informed of any changes that may occur to their contact details. Please make sure you inform the Admissions Team of any changes as soon as possible so we have the most up-to-date information in our database.

Email us at: [sltadmissions@britishschool.org.cn](mailto:sltadmissions@britishschool.org.cn)

## What to bring

Pre-Nursery and Nursery students: Backpack or bag with change of clothes and water bottle. Mid-morning and afternoon snacks are provided by the school.

Reception: School backpack\* with water bottle. Mid-morning and afternoon snacks are provided by the school.

Years 1 to 6: School backpack\* with water bottle and a healthy snack (nut-free) to eat during the morning.

\*All children are required to use our regulation school backpack which can be purchased from our Uniform Shop.

## What to wear

School uniform is compulsory attire for all students attending the school. Official BSB Sanlitun Uniforms can only be purchased from the School Uniform Shop located at the Primary Campus and must be paid for by cash or credit card.

To make an appointment to buy uniforms or if you have any enquiries about school uniforms, please contact: [sltuniform@britishschool.org.cn](mailto:sltuniform@britishschool.org.cn)

Other items (such as footwear and socks) need to be purchased elsewhere. Please note that flat black leather shoes are required for both boys and girls from Year 1 onwards. We do not sell these at the Uniform Shop. If you have the chance to buy these outside China, we recommend that you do so.

**PLEASE ENSURE ALL ITEMS ARE CLEARLY LABELLED WITH YOUR CHILD'S NAME.**

## School Uniform Requirements

At the beginning of the school year, students should attend school wearing Summer uniform. Winter uniform is usually worn from mid-October until the end of March, the school will advise on the exact date depending on weather. These days may change at the discretion of the Principal.

All clothes worn to school (uniform and non-uniform items) should be clearly labelled with the child's name. Lost, un-named clothing and bags are placed in Lost Property. Uncollected items are donated to charity at the end of each school year.

Students are expected to arrive at school every day in clean clothes, worn in a tidy manner. On PE days (two days a week), Year 1 to 6 students should come to school wearing PE kit.

### **Please note:**

- Skirts should be of an appropriate length.
- Hair accessories should be kept to a minimum and where possible should be in line with the school colours.
- Hair below shoulder length must be tied back.
- No jewellery except sleepers or studs in ears.
- No nail varnish, extreme hairstyles or colour.



### Early Years Uniform (Tadpoles, Pre-Nursery, Nursery, Reception)

**Summer**

Navy polo shirt  
Navy shorts

**Winter**

Turquoise polo shirt (long-sleeved)  
Navy tracksuit top  
Navy tracksuit trousers

### Primary School - Summer Uniform

**Boys**

Grey shorts  
Turquoise polo shirt

**Girls**

Summer dress (Y1 - Y3)  
Skirt or summer dress (Y4 - Y6)  
Turquoise polo shirt (Y4 - Y6)

### Primary School - Winter Uniform

**Boys**

Grey trousers  
White shirt  
Navy sweater  
Blazer  
Blue tie

**Girls**

Pinafore (Y1 - Y3)  
Skirt (Y4 - Y6)  
Grey trousers (Y1 - Y6)  
White blouse (Y4 - Y6)  
Navy cardigan  
Blazer

### Items Not Available From Our Uniform Shop\*

**Early Years**

Trainers/sneakers/sandals (Summer)  
Trainers/sneakers (Winter)

**Primary PE**

White-soled trainers/sneakers  
White ankle socks

**Primary Boys**

Flat black leather shoes  
Black socks

**Primary Girls**

Flat black leather shoes  
White ankle socks (Summer)  
Black tights (Winter)  
Flat black leather boots can be worn with the Winter uniform

\*Good-quality children's shoes can be difficult to find in Beijing, we recommend that you bring these with you if you are moving to Beijing from overseas.



# School Day Timetables

The school day begins at 8.30am. Students arriving late should register at the Security desk using the Late Arrival/Early Departure Log Book. In the case of your child being sick and unable to attend school please advise their class teacher by email, ideally before 8.30am. If your child takes the bus, the bus coordinator will also need to be informed that your child will not be on the bus.

Early Years Timetable	
8.15am - 8.30am	Students arrive
8.30am	School day starts
Flexible Morning Breaktimes for Early Years Students	
11.30am - 12.30pm	Reception Lunch
11.45am	Half-day students finish school
12.00pm - 1.00pm	Pre-Nursery and Nursery Lunch
1.00pm - 1.30pm	Nursery Quiet Time
1.00pm - 2.30pm	Pre-Nursery Quiet Time
2.55pm - 3.15pm	Early Years Breaktime
3.30pm	School day ends (parent and bus pick-up)

Primary Timetable	
8.00am - 8.30am	Students arrive
8.30am	School day starts
10.10am - 10.30am	Key Stage 1 Morning Breaktime
10.40am - 11.00am	Key Stage 2 Morning Breaktime
12.00pm - 1.00pm	Key Stage 1 Lunch
12.30pm - 1.30pm	Key Stage 2 Lunch
2.10pm - 2.30pm	Key Stage 1 Afternoon Breaktime
3.30pm	School day ends (parent and bus pick-up)
Tuesdays and Wednesdays	
3.30pm - 4.25pm	After School Activities (ASAs)
4.30pm	School day ends (parent and bus pick-up)

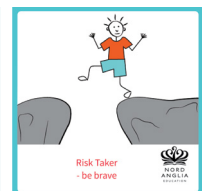
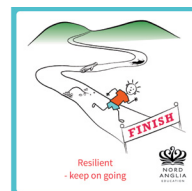
# Be Ambitious

Our mission is to be ambitious for every student in our school.



Think

Do



Be

## Our Philosophy - Be Ambitious

With a team of highly qualified teachers, an ambitious ethos and our supportive community base, we create a learning environment in which students attain excellence across all areas of the school.

### Academically Ambitious

Our teachers believe there is no limit to what our students can achieve and inspire them to be academically ambitious. With small class sizes, we know each individual child and how to enable each one to make exceptional achievement in all areas of their schooling. We encourage our students to be ambitious, and our dedicated teachers are there to guide your child's every ambition... building their confidence along the way.

### Socially Ambitious

We encourage our students to be socially ambitious and learning beyond the classroom is a key part of their development. We have a large variety of inspiring, educational and cultural experiences that will help to create confident and compassionate individuals, preparing the next generation of global citizens.

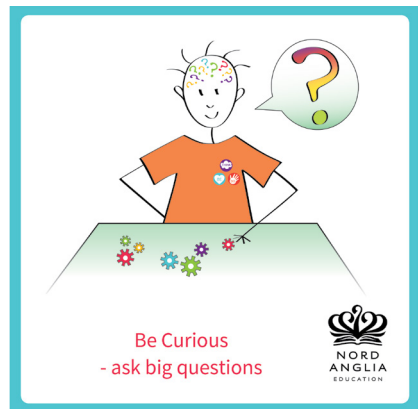
### Personally Ambitious

We provide a varied schedule with lots of opportunities for students to be personally ambitious.

Our After School Activities programme (ASAs) cover physical, academic, creative and performing arts including learning to play the ukelele, being part of the school council and forming part of the musical school theatre.

Sport for all abilities is an important part of nurturing talent and we equip the students to participate in both non-competitive and competitive sporting competitions such as FOBISIA.

A key component of school life is our choral programme which provides opportunities for all students to form part of our school choirs, performing in our school productions.



# Teaching and Learning

## Curriculum

British education is the first choice for many families, who know they may be moving between countries, since it ensures consistency and continuity for pupils. We ensure that all skills and objectives are delivered according to the English National Curriculum, which ensures that if a pupil moves to another British school in another country they will be able to pick up exactly where they left off, without any gaps in their learning. As we are fortunate to be in an international environment we tailor the topics we teach according to the environment we are in and the pupils we teach. We aim to ensure that all pupils find relevance in the topics they are learning about and can apply the skills they have learnt to any topic they may study in the future.

## Class Trips and Residentials

Learning beyond the confines of a classroom is a crucial element of education and we are extremely fortunate that we have access to some of the most amazing resources by being situated in Beijing.

From a visit to the Space Museum to Inner Mongolia we make sure our trips are relevant, linked to topics and enhance the students' learning. Trips help to bring learning alive and provide children with a practical perspective on what they are learning in the classroom.

Key Stage 2 also has overnight residentials during the year. In conjunction with Wild China, an award winning China based travel company (National Geographic Adventure named Wild China as one of the "Best Adventure Travel Companies on Earth"), we take each Year group from Year 3 to Year 6 on an unforgettable adventure. The children experience a different part of China and about being away from home. These are an integral part of their school experience and foster independence, teamwork and confidence and they certainly are one of the highlights of the school year. These usually take place during the spring term. Residentials include visiting the Terracotta Warriors in Xi'an; exploring China's rich history in Pingyao. These trips are inspiring, educational, cultural and fun.

Whether the children go on a school trip for a morning or a week long residential, full risk assessments are conducted prior to the visit taking place, ensuring that even the most exciting and challenging activities are well-prepared, managed and safe for all.



## Assessment and Reports

Our teachers are continually assessing students to refine the pace and content of future lessons. We will provide plenty of feedback to parents on the progress of your child with an initial 'settling in' report, Teacher/Parent consultation evenings and mid-year and end of year reports.

## Specialists' Subjects

We are proud of our highly qualified team of Specialists, in addition to EAL, Chinese and German, we have experts in Music, Choral, Drama and PE. All children receive both a Music and a Choral lesson each week and enjoy two weekly PE sessions. There are opportunities for children to join the school choir and play in school teams.

## Languages

We offer a variety of language options for students. We fully understand that we are an International School, and we have an obligation to help support develop the multilingual abilities of our students.

### Chinese

Chinese is taught as a specialist lesson to our students from Nursery through to Year 6. Within their year group children are grouped according to their language ability allowing for targeted teaching and learning to take place.

### English as an Additional Language (EAL)

For students who join us with limited English we are able to provide English as an Additional Language (EAL) from Year 1 to Year 6. Children whose first language is not English, are assessed on application to the school by one of our experienced EAL teachers, who is then able to determine the level of support required. EAL lessons replace Chinese classes and can take the form of intensive one to one or one to two sessions, small groups, or as in class support. The EAL teachers work with students until they feel they have a good fluency of English to access the curriculum.

### German Programme for Native Speakers

As of September 2013 we have been able to provide German lessons to our native German speakers. This is in addition to the curriculum takes place during the school day for 3 hours a week. Students study reading and writing as well as spoken German in order to maintain their mother tongue.

## PE

At the Primary Campus we have an indoor gymnasium and one astro-turf playing field. In addition we have our Urban Sports Centre equipped with a climbing wall, ball pool and table tennis tables which ensure that our children are active no matter what the weather. We also have arrangements with community sports facilities to ensure that swimming and athletics can be provided as per the requirements of the English National Curriculum.

Children enjoy two weekly PE sessions. There are opportunities for children to play in school teams with both friendly and competitive tournaments in football, handball and T-ball.

Our sports programme gives opportunities to learn, build skills and have fun new experiences outside of the normal classroom environment. At BSB Sanlitun we aim to provide a very high standard of coaching and competition for our athletes as well as enable all our students to find something they can enjoy in the sports arena.

We compete with other International schools in Beijing and also in the Federation of British International Schools in Asia (FOBISIA).

Students from Year 4 have the opportunity to compete in the FOBISIA games, an international sporting event held each year in a variety of places across Asia. A team of multi-talented students is selected to compete in football, athletics, swimming and T-ball. As much a celebration of sport as a competition, the FOBISIA games is a real experience for those who take part, and an opportunity for parents, teachers and young athletes to enjoy a fantastic event.





## Global Campus

The Global Campus connects BSB Sanlitun with 43 schools and over 36,000 students in the Nord Anglia group to give our students daily access to global opportunities. Our students develop a truly international perspective through outstanding online, in school and worldwide experiences.



BSB Sanlitun has been an active participant in a number of Global based challenges and were delighted and very proud to be awarded both the Overall Winner and Student Leadership awards in 'The Make it Right Challenge,' an initiative in conjunction with Oxfam to raise awareness of children's rights across the world.

## Music

We use Music to unlock your child's imagination through our Juilliard-Nord Anglia Performing Arts Programme which enriches their music education at BSB Sanlitun.

Beginning with music, your child will study an inspiring curriculum featuring works which represent a wide variety of music genres, styles and cultures. We bring these works to life in the classroom through hands-on experiences for students of all ages. Activities such as improvisation and basic composition will unlock your child's creativity. Your child will also gain an understanding of how music functions and its role in our cultural and social history. Additionally, all children receive a choral lesson each week and in KS2 they can join the school choir and participate in both school and outside performances. Our choir have performed at a number of events including the Juilliard launch at BSB Shunyi and the Kerry Hotel Christmas tree lighting.

Children experience wide-reaching benefits from studying the arts. Our programme will support your child's learning across the whole curriculum, fostering valuable life skills, such as creativity, communication and critical thinking. For further details of Juilliard see <http://www.juilliard.edu/>

## After School Activities (ASAs)

We offer a range of ASAs that include: cookery, football, art, bucket drumming, indoor games and IT.

ASAs are held from 3.30pm to 4.30pm on Tuesdays and Wednesdays for all students from Year 1 to Year 6. Usually in the second week of each term your child can select two ASAs and you can register them online. The most popular ASAs can only be chosen once a year. All ASAs will be limited to a maximum of 20 students (15 for cooking). The cost of ASAs are included in the fees except for cooking where a small charge is made.

On ASA days, buses for Year 1 to Year 6 students will leave one hour later than usual. Early Years children who go home by bus will leave school slightly earlier than usual in order for the buses to travel back to school to collect the older children.

## Community Activities

Here at BSB Sanlitun we try to organise after-school club activities for every day of the week. In addition to our own ASAs, we work with a number of clubs to ensure there are always plenty of fun, challenging and enriching activities for children in our school and the wider community.

Please note that for the community activities you will need to sign up directly with the club. We do not arrange school buses to fit in with these activities, and children need to be taken to and from these activities by a parent/guardian even if these activities take place on a school day.



# Houses

## House System

All pupils at The British School of Beijing, Sanlitun belong to a House. There are four Houses:

### Normans (Red)



### Romans (Blue)



### Saxons (Green)



### Vikings (Yellow)



The House system has two parts:

1. Children can earn house points for their house through good academic work. House points can be awarded by class teachers and specialist teachers for great work in class or with homework. Each week all of the individual house points are collated and the leading house announced - usually with great excitement - to the whole school in assembly.
2. Throughout the school year a number of internal competitions take place between the houses such as Sports events, Swimming galas, Music quiz and so on.

## Rewards and Sanctions

We have high expectations of our pupils in their work and for behaviour and it is important that we reward good work and behaviour and consistently apply school rules.

Pupils are awarded house points for good work in lessons and for their homework. They can also earn 'marbles' for their class based on good behaviour and participation in lessons.

Additionally, individual children are also recognised during school assembly when 'Star Citizens' are awarded badges for displaying excellent examples of behaviour or good manners.

## House T-shirts

House T-shirts are required for special events such as Sports Day and the House Music Competition. T-shirts are available from the School Uniform Shop, however it is acceptable to wear a T-shirt of the appropriate colour from home.

## Homework

The tasks may be timed differently, but will in essence be as follows:

	Chinese	Reading at home	Spellings	Other homework from the class teacher per week*
	Can include written or reading task, flash cards, discussion topic, research etc.	(Rec-Y2): with an adult (Y3 - Y6): independently and to an adult at times	Words to learn and/or spelling activity	
Pre-Nursery and Nursery	n/a	Weekly library book to read to child, enjoy and talk about (and reread again and again as desired by the child).	n/a	See weekly information in your child's communication book for practical ideas and discussion topics related to work in the classroom.
Reception	n/a	5/10mins 3/4 times per week from October	n/a	1. Weekly reading books from October. 2. Weekly Word Bags from December. 3. Occasional open-ended tasks linked with the topic.
Year 1	15 mins per week max.	10 mins per day	1 task per week	1 task of approx. 15 mins *
Year 2	30 mins per week max.	15 mins per day	1 task per week	1 task of approx 20 mins *
Year 3	30 mins per week max.	20 mins per day	1 task per week	1 task of approx 30 mins*
Year 4	30 mins per week max.	20 mins per day	1 task per week	2 tasks of approx 30 mins each*
Year 5	30 mins per week max.	30 mins per day	1 task per week	3 tasks of approx 30 mins each*
Year 6	30 mins per week max.	30 mins per day	1 task per week	4 tasks of approx 30 mins each*
* or an equivalent time.				
Pupils in High Advanced Chinese receive additional homework of 60 mins per week.				







# Communication with Parents

## Letters and the Daily Email

A newsletter is circulated via email every week that includes an update from the latest school news and upcoming events. Parents are kindly requested to make sure that the school is always kept informed of current email addresses, to ensure these newsletter updates are properly received.

Parents receive a daily email, updating parents on important school events, what lessons the students had that day and any homework that was set.

Many letters from the school or from teaching staff of whatever nature (After-School Activity selections, instrumental programme, field trips and so on) are sent home as paper copies. Parents are encouraged to get into the habit of checking their child's school bags regularly.

Parents should always email their child's class teacher with any questions.

## Progress Reports

Progress reports are sent home each term. The first report is a 'settling in' report, and will mainly be a pastoral account of how your child has settled into class and their attitude to learning. The mid-year and end-of-year reports will focus on academic achievement as well as personal and social matters, and will include targets for future learning.

Children joining the school mid-way through the school year will receive a 'settling in' report after the student has been in school for six weeks.

Please note that in accordance with the school's Fees Policy, reports will not be handed out to students where fees are still in arrears.

## Parent/Teacher Consultation

A curriculum and 'Meet and Greet' session will be held during the first weeks of the academic year, providing parents with an opportunity to meet the teaching staff, visit the classroom(s) and learn more about the teaching and learning programme for the coming year.

Parent/Teacher Consultation events are held twice per year, following the distribution of the settling in report and mid-year report. During these meetings, teachers will discuss with parents the academic progress of pupils as well as personal and social matters.

## Open Door Policy

Parents need not wait for an official opportunity to meet with teachers or the Head of School, but are kindly requested to make an appointment in advance, usually email is the best method. This will avoid disappointment if the member of staff is not available and will prevent any disruption to the teaching day.

Parents who wish to meet with the Principal, should contact him directly either by telephone or email (you will find his details at the beginning of this booklet).

## Air Quality Policy

There are times of the year when we experience poor air quality in Beijing and we know this is an issue of importance for many of our parents. At the British School of Beijing, Sanlitun, we try our best to ensure we provide a safe environment for our children to learn in and so we have in place the following guidelines:

- All pupils across Early Years, Key Stage 1 and Key Stage 2 stay indoors should the AQI rise above 200 (PM2.5).
- PE lessons for all pupils will be taught indoors if the AQI rises above 200 (PM2.5).
- If the AQI rises above 300 (PM2.5) indoor PE lessons will be restricted to low level exercise.
- Pupils of all ages with respiratory problems or health issues affected by poor air quality may stay indoors if the AQI is above 150. Parents should notify the school nurse of such issues (with a doctor's note), who in turn should notify the class teacher.
- When the AQI is above 100 all external windows and doors will be closed.
- All areas of the school have air purifiers and these are kept on at all times and when the AQI level is above 100, on the highest setting.
- Notices will be placed at the main entrance of each campus alerting children, parents, staff and guests as to the AQI level.

## Persons Responsible

- All class teachers are responsible for ensuring the windows and doors to their classroom are closed during times of poor air quality.
- A member of the admin team is responsible for reporting the most recent AQI reading to staff on an hourly basis via email.
- Front desk is responsible for updating the notices at the main entrance of each campus.
- Email notification is sent to all staff if it is indoor break.
- The security guards and cleaners are responsible for ensuring external doors and windows are closed in shared areas of the building; main entrance, hall, corridors, staff room, meeting room.
- Admin staff are responsible for closing the windows and doors to their own offices.
- The Principal is responsible for updating the policy according to new measures being taken.

## School Closure

According to the latest policy in place by the Beijing Government as well as the Beijing Municipal Commission of Education, if the air quality is forecast to be at high level of pollution for three consecutive days then all schools should close. Schools will be alerted to this by the Beijing Municipal Commission of Education (BEC) and will notify parents via the school website, by email and by SMS. If parents do not receive any communication, it is because the school has not been contacted by the BEC and therefore will remain open.

## Activities during Indoor Breaks and Lunchtimes

As much as possible we want children to remain motivated and enthused whilst indoors and we are able to provide various options for the children during indoor breaks and lunchtimes.

### **Learning Resource Centre - Primary Building**

The Learning Resource Centre is now more conveniently placed near the playground allowing children to spend time either sharing a book with friends or using the computers to conduct research, access the Global Campus or complete school work. Pupils who stay indoors when the AQI is over 150 but less than 200 are able to use the Learning Resource Centre under the supervision of the Librarian.

### **Learning Lounges - Primary Building**

The Learning Lounges on the 2nd and 3rd floor offer additional space outside of the classrooms where children can relax with a book, play board games and chat with their friends. These are also great spaces for children to read with parent volunteers, their teaching assistants and teachers.

### **Urban Sports Centre - Primary Building**

Our Urban Sports Centre, located in the basement of the school enables pupils to burn off some energy when the poor weather restricts outdoor play. For health and safety purposes it is not possible for all of the children to use the Urban Sports Centre during breaktimes. Therefore we allocate times for all our classes to visit the Urban Sports Centre throughout the day ensuring all pupils are able to use the space to maximum benefit. With a climbing and traversing wall, table tennis tables and a ball pool, there are plenty of activities for all children to participate in.

### **Library - Early Years Building**

Pupils are also able to sit with friends in the library and look through all the wonderful books that we have at our Early Years Campus, encouraging children to develop a love of reading from an early age. Pupils who stay indoors when the AQI is between 150 and 200 are able to use the library under the supervision of the school nurse.

### **Use of DVDs during Indoor Breaks**

As much as possible we aim to limit the use of DVDs during indoor breaktimes and we would much rather the children engage in an activity of a creative or active nature. There are times however when children require some 'down time', especially when they have been involved in active learning during lesson time. Therefore with the support and generosity of the Parents Association, we have purchased educational DVDs such as Blue Planet, Walking with Dinosaurs, Blue Peter, Newsround etc, which will be used on a restricted basis with the children. DVDs will always be chosen so they are relevant to the specific age range.

## School Buses

BSB Sanlitun operate over 20 buses from most of the surrounding residential areas and compounds and offer some 60+ pick up locations. You can choose one way or return trips and a full bus timetable is available from our bus co-ordinator. A charge is made based on distance from the school.

Each parent will be given a contact number of the Bus monitor who will contact parents if there is any delay to the service on either the outward or return journey.

Children from 2 years old can take the bus however, due to space limitations , parents can not travel on the school buses.

The timetable for buses is changed on ASA days. Buses for Year1 to Year 6 students will leave one hour later than usual. Early Years children who go home by bus will leave school slightly earlier than usual in order for the buses to travel back to school to collect the older children.

### Contact Info (Bus Coordinator)

8532 3088 ext 2633  
sltbus@britishschool.org.cn

Emergency (bus-related):  
138 1192 1424

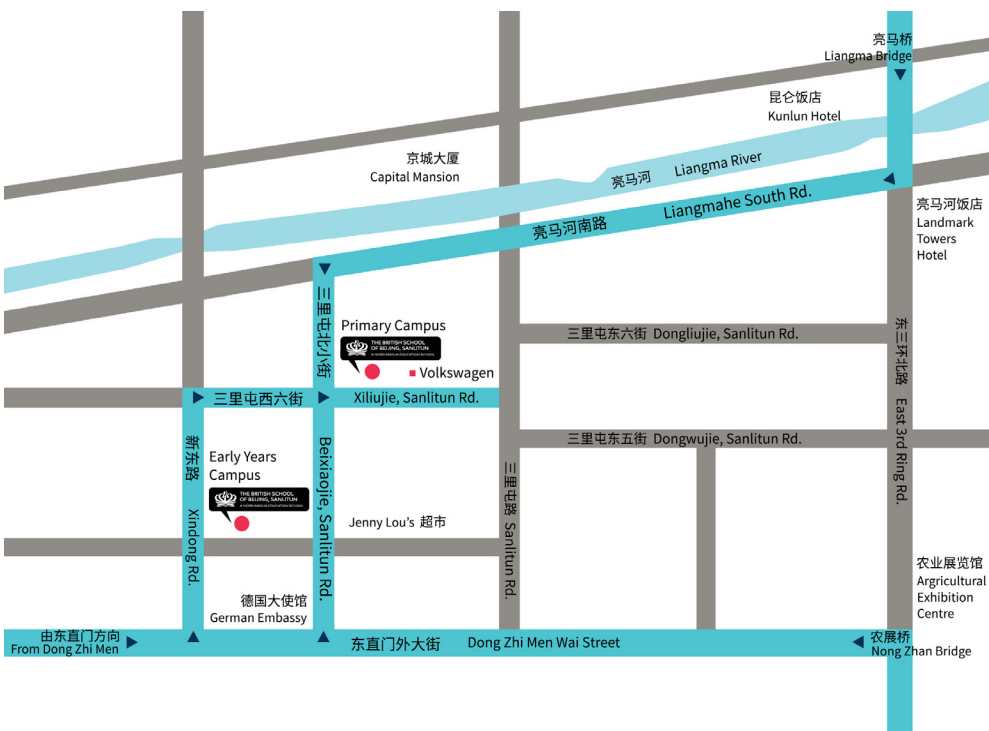


# Parking and Drop-off/Pick-up

The school is located in the embassy area of Sanlitun and the surrounding roads are generally quiet during the day. However in the morning, with our school buses arriving and other local ‘rush hour’ traffic, the roads outside of both EY and Primary campus can be very busy. Please consider other road users and pedestrians when parking your car or if you are just pulling up to drop off your child.

The same traffic issues can often occur at school pick-up time and unfortunately poorly parked cars will quickly clog up the local streets and cause delays especially to our large school buses!

## Map and Direction



## School Lunches and Snacks

A hot lunch is served to all children in school every day. School lunches are paid for in advance along with tuition fees. If your child has dietary restrictions (whether for health, religious or allergy reasons), please inform the school immediately if you have not already done so. We will inform the school kitchen and special arrangements will be made to provide suitable alternatives. A balanced meal is served, with three choices each of main course or a sandwich and choice of salad bar and dessert. Drinks include

milk or water and there is a choice of yoghurts.

Lunch is self-service in the school dining hall and is offered in year-group order. Reception children eat first and are served directly at their table. Pre-School children eat their lunch in their own dining hall. Children in Year 1 upwards take a tray and make their own lunch choices with the assistance of their teachers.

Healthy snacks are served both in the morning and afternoon in Early Years stage.

Children in Year 1 and above are welcome to bring in a suitable healthy snack from home (fruit, dry biscuit) to eat mid-morning if they wish.

Please note that the school is a nut-free zone.

On their first day at school, all Early Years and Primary School children with special lunch requirements will be issued with a special brightly coloured badge to wear at lunchtime and a red tray to use to help the kitchen staff identify them easily and make sure they are given the correct meal.



## School Nurse

The school employs two qualified nurses on campus during school hours. They deal with day-to-day matters such as cuts and bruises and those children who feel unwell whilst at school.

In the unlikely event of a more serious incident occurring at school, parents will be telephoned to inform them of the accident and if deemed necessary, parents will be asked to meet the child and the School Nurse at school or the local hospital. Payment is the responsibility of the parent. For this reason, parents must complete the Medical Insurance Form and return it to the Admissions Team at their earliest convenience.

### Medicines

Medicines will only be given in school in special circumstances and must be clearly labelled with your child's name, the required dosage and frequency. Such medication should

be brought to the School Nurse, where you will be asked to sign a consent form to confirm the details. Pupils may not administer their own medicine. Please advise us of any medical problems your child may have, particularly when there is an allergy to materials or food.

### Absences

Regular daily attendance at school is expected but sometimes absence is unavoidable. Please inform the school if your child is

not able to attend - the most effective method is by email direct to your child's teacher. Please also inform the school immediately if your child has an infectious illness or condition (i.e. chicken pox, hand foot and mouth, head lice, measles, pink eye, ringworm, etc). If your child takes the school bus, the bus coordinator will need to be informed that your child will not be on the bus.

Absences due to extended holidays are strongly discouraged.







# Parents' Association



The Parents' Association (PA) is a fun, social and welcoming organisation, it works to promote and encourage interactions between parents and the school community. Through this principal function it acts as a meeting place for parents and facilitates fund-raising activities that provide for the school community and for charitable causes. All parents become a member of the PA as soon as their child joins the school.

The PA is led by the PA Committee who work together in collaboration with the school to organise monthly meetings, school and community events and activities. All parents are welcome to come along to the PA meetings which are held each month in the Primary Campus hall and which provide parents with the opportunity to find out about upcoming events, but also ask about any aspect of school life.

If you wish to contact the PA, with questions, suggestions, or to volunteer, please email [sanlitun.pa@britishschool.org.cn](mailto:sanlitun.pa@britishschool.org.cn)

## Members of the PA Committee

### **Emma Murphy**

#### ***PA Charity Board Member***

'The PA has provided me with a fun opportunity to get more involved with the school, whilst making new friends and helping out a worthwhile charity.'

### **Alexandra Bichteler**

#### ***PA Lunch Parent Coordinator***

'The children love the school and I really enjoy the great community of parents here.'

### **Jyoti Johari - PA Coordinator**

#### ***PA Charity Board Member - vacant***

#### ***PA Event Coordinator - vacant***

#### ***PA Secretary - vacant***





# Academic Year 2017-18

## Term dates and holidays

### AUTUMN TERM

Monday 21<sup>st</sup> August - First day of autumn term

Friday 29<sup>th</sup> September - School closed for staff training

Monday 2<sup>nd</sup> to Friday 6<sup>th</sup> October - School closed for National Day holidays

Friday 10<sup>th</sup> November - School closed for staff training

Friday 15<sup>th</sup> December - Last day of autumn term

### SPRING TERM

Monday 8<sup>th</sup> January - First day of spring term

Friday 9<sup>th</sup> February - School closed for staff training

Monday 12<sup>th</sup> to Tuesday 20<sup>th</sup> February - School closed for Chinese New Year

Friday 30<sup>th</sup> March - Last day of spring term

### SUMMER TERM

Monday 9<sup>th</sup> April - First day of summer term

Monday 30<sup>th</sup> April and Tuesday 1<sup>st</sup> May - School closed for Labour Day holidays

Monday 18<sup>th</sup> June - School closed for Dragon Boat Festival

Thursday 21<sup>st</sup> June - Last day of summer term

For a more comprehensive list of calendar dates, please refer to: [www.bsbsanlitun.com](http://www.bsbsanlitun.com)

## Glossary

- **Art Auction** - *Our annual fun filled fund evening! - all of the classes will produce a piece of Art which is then auctioned for charity.*
- **AQI** - *Air Quality Information. See page 26*
- **ASA** - *After School Activity. See page 20*
- **Class Assembly** - *Each class will take a turn on a Friday afternoon to present a short show to their parents. This will often feature music, songs and videos about their learning journey.*
- **EAL** - *English as an Additional Language. See page 17*
- **EY** - *Early Years (from Tadpoles to Reception, children aged 1 to 5).*



- **FOBISIA** - Federation Of British International Schools In Asia. See page 18
- **Global Campus** - Global Campus connects BSB Sanlitun with 43 schools and over 36,000 students in Nord Anglia group. See page 19
- **IMPS** - Individual Music Programmes (optional individual music tuition, available each term, fees are payable).
- **KS1** - Key Stage One (children in Years 1 and 2).
- **KS2** - Key Stage Two (children in Years 3 to 6).
- **LIDO** - A local offsite sports facility used by the school for PE.
- **NAE** - We are a Nord Anglia Education school. This means that we are part of a family of 43 international schools, boarding schools and private schools located in 15 countries around the world. Together, we educate more than 36,000 students between the ages of 1 and 18 years old.
- **One to One** - An adult allocated to assist a specific child in class.
- **PA** - Parents' Association. See page 33
- **PE** - Physical Education See page 18
- **Pastries with Parents** - An opportunity to meet teachers and other parents over a coffee and pastries.
- **PSED** - Physical, Social and Emotional Development.
- **PSHE** - Physical, Social and Humanities Education.
- **SATS** - SATS are tests organised by the UK government - Standards And Testing Agency.
- **STEAM** - Science, Technology, Engineering, Art and Mathematics.
- **TA** - Teaching Assistant. An adult working with a class.

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## NOTES

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## NOTES



## The British School of Beijing, Sanlitun

Primary Building: 5 Xiliujie, Sanlitun Road, Chaoyang District, Beijing, 100027

Early Years Building: 7 Beixiaojie, Sanlitun Road, Chaoyang District, Beijing, 100027

### Contact us

+86 (0)10 8532 3088 ext 2611

[sltadmissions@britishschool.org.cn](mailto:sltadmissions@britishschool.org.cn)

### School Website

[www.bsbsanlitun.com](http://www.bsbsanlitun.com)