



# Welcome Guide

Academic Year  
2020-21



THE BRITISH INTERNATIONAL SCHOOL  
SHANGHAI, PUXI

A NORD ANGLIA EDUCATION SCHOOL

*Our students are inspired to be innovative and ambitious in all endeavours.*



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## Our Principal Writes

I want to take this opportunity of welcoming you and your family to BISS Puxi. You are joining our school at a very exciting time, with lots of wonderful learning experiences available here, so it is great to have you and your child join our school community this year.

Lots of families join us from all around the world each year and so we have become very experienced at helping children settle very quickly into their new school. Our friendly teachers and staff will always do their utmost to ensure that this transition goes smoothly because we know that as soon as your child feels settled, you will feel more settled too.

This short Welcome Guide provides some of the basic information that you will need to help you understand school routines and also to support your preparations for the year ahead. It includes information on starting in Early Years, uniforms, buses, lunch cards, timetable, wellbeing and school communication.

**Email** [admissions@bisspuxi.com](mailto:admissions@bisspuxi.com)

**General Enquiries** +86 21 6221 7542

I look forward to meeting you personally very soon and wish you and your family a very warm welcome to BISS Puxi.



*Andrew Lancaster*

Principal



## Checklist ...

We are all looking forward to another exciting year ahead, getting to know your children and working with you to ensure that they get the very best education. If you have any questions or concerns, please feel free to contact us directly by phone +86 (0)21 5226 3211 or e-mail [admissions@bisspuxi.com](mailto:admissions@bisspuxi.com).

### Checklist

- Register and pick up your welcome pack
- Submit copies of passports, residence visas and Shanghai work permit at the registration table if you haven't done so already
- Complete the data checking form within your pack and return to Admissions
- Register and confirm bus timetables at the bus registration table (if required)
- Pay lunch fees (cash, WeChat Pay and Alipay is accepted)
- Subscribe to our newsletter
- Buy the school uniform (cash, Unionpay, WeChat Pay and Alipay is accepted)
- Visit your class teacher
- Meet our New Parent team
- Follow us on WeChat, Facebook and Twitter

Should you have any questions please do not hesitate to approach the Admissions Team at the registration table.

## Orientation Programme: 28 and 31 August

### Primary

Friday 28 and Monday 31 August, 9.00am to 12.30pm

#### Pre-Nursery, Nursery, Reception

**9.00 - 9.30am**

Arrival and registration (Early Years Reception)

**9.00 - 9.30am**

A warm welcome and refreshments (Early Years Reception)

**9.30am**

Introduction to the Early Years team (Early Years Library)

**9.30am - 10.30am**

Meet your Early Years teacher and classroom visits (Early Years Classrooms)

**10.30am - 10.40am**

Welcome by the Principal and Head of Primary (Early Years Reception)

**10.00 - 12.30pm**

Purchase lunch cards with SLETO (Dining Hall)

**10.00 - 12.30pm**

Purchase uniform (Sports Hall)

**10.00 - 12.30pm**

Bus registration (Stage One)

**10.00 - 12.30pm**

Meet the New Parent Team (Main Reception)

#### Years 1-6

**9.00 - 9.30am**

Arrival and registration (Main Reception)

**9.00 - 9.30am**

A warm welcome and refreshments (The Gallery)

**9.30 - 9.40am**

Welcome by the Principal and Head of Primary (Stage One)

**9.40am**

Introduction to the Primary Year Leaders (Stage One)

**9.40am - 10.30am**

Meet your teacher and classroom visits (Stage One / Classrooms)

**10.00 - 12.30pm**

Purchase lunch cards with SLETO (Dining Hall)

**10.00 - 12.30pm**

Purchase uniform (Sports Hall)

**10.00 - 12.30pm**

Bus registration (Stage One)

**10.00 - 12.30pm**

Meet the New Parent Team (Main Reception)

### Secondary

Friday 28 and Monday 31 August, 11.30am to 2.30pm

#### Years 7-12

**11:00am**

Arrival and registration (Main Reception)

**11:00 - 11:30am**

A warm welcome and refreshments (Well of Knowledge)

**11:30 - 11:40am**

Welcome by the Principal and Head of Secondary (Auditorium)

**11.40 - 12.40pm**

Student tour of the school led by Form Tutors

**11.40 - 12.40pm**

Parent tour of the school led by Deputy and Assistant Heads of School

**12.30 - 1.30pm**

Meet with Language Specialists and Pastoral Support (Well knowledge)

**11.00 - 2.00pm**

Purchase lunch cards with SLETO (Dining Hall)

**11.00 - 2.00pm**

Purchase uniform (Primary Sports Hall)

**11.00 - 2.00pm**

Bus registration (Well of Knowledge)

**11.30 - 2.00pm**

Meet the New Parent Team (Well of Knowledge)

# Getting Started

## THE SCHOOL DAY

The school day for students starts at 08.15. This is when they are allowed to go to their class teacher/form tutor ready for registration at 08.25.

Primary and Secondary school parents and students can enter through the main entrance of either school. New students will be met in the main entrance by school staff and students and guided to their classrooms.

Early Years children should enter the school through the EYFS entrance and go to their classrooms to be met by their teachers. If they have come to school by bus, the bus monitor will take them to their classroom.

## PRIMARY SCHOOL

08.25-08.50	Registration
08.50-09.45	Period 1
09.45-10.40	Period 2
11.00-11.55	Period 3
11.55-12.20	Period 4a
12.20-12.50	Period 4b
13.45-14.40	Period 5
14.40-15.30	Period 6

## PRIMARY SCHOOL LUNCHES

### *Early Years Dining Hall*

Pre-Nursery	11:20
Nursery	12:05

### *Primary Dining Hall*

Reception	11:40
Years 1 & 2	12:20
Year 3	12:50
Year 4	13:05

### *Secondary Dining Hall*

Years 5 & 6	12:20
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## SECONDARY SCHOOL

08.25-08.50	Registration
08.50-09.45	Period 1
09.45-10.40	Period 2
10.40-11.00	Break
11.00-11.55	Period 3
11.55-12.50	Period 4
12.50-13.45	Lunch
13.45-14.40	Period 5
14.40-15.35	Period 6

# Attendance

## HOLIDAY AND OTHER ABSENCES

Sustained learning is important, so parents are asked to avoid arranging holidays during term time. There may be other unavoidable reasons for a student to be absent from school apart from illness. In all cases of proposed absence during term time, parents must seek permission from the relevant Head of School in writing at least ten days before the proposed absence. Where permission is not sought, absences will be recorded as unauthorised; repeated instances of unauthorised absence will call into question the student's future attendance at the school.

We ask that all parents inform the school directly if a student is going to be absent for any reason. The contact should be made via the student's class or form teacher, preferably via email.

Absences should be explained so that the correct follow up procedures can take place. We expect and require students to maintain a 97% attendance record. Failure to do so will require further explanation and may result in remediation if, in the opinion of the school, the student's learning has been affected. Good attendance and time keeping is part of high achievement.

## PUBLIC HOLIDAYS

The Chinese Government may designate additional public sector holidays. On these days, all schools must, by law, remain closed and there will be no school on these days. Parents will be notified through our website, the Parent Portal, Facebook and WeChat.

## PUNCTUALITY

Students are expected and required to arrive on time for registration and lessons. The times for all lessons are on the student's timetable. This is part of taking personal responsibility for their own learning and academic development. Please ensure that they arrive in good time.

If students are late to school after registration has ended, they must report to main reception. If they are repeatedly late for lessons this will be discussed with the class or form tutor, Head of Year and parents. A plan will then be put into place to ensure that each student takes responsibility for their learning.

## EARLY DEPARTURE

Students needing to leave school early for medical or dental appointments, music examinations, etc. should follow this procedure:

- Parents must email the class teacher/form tutor in advance.
- The student must report to the

main reception at departure time.

- The student must be collected from the main reception by a parent (or their representative).
- The student must sign in at main reception on return (if applicable).

# Buses

We run a comprehensive bus service from many areas in Shanghai. Each school bus has a Bus Monitor, who is also one of our Teaching Assistants. For Primary School children, parents 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.

Please help us run our bus service efficiently and safely by:

- Letting the class teacher know of any change of arrangements (both for the end of school day bus and ECA bus) no later than 12 noon on the day; it is also helpful if you can let the Bus Monitor know directly as a safeguard.
- Keeping your contact details up to date
- Discussing with your child the importance of good behaviour on the bus; being respectful to adults and children, sitting quietly with their seat belts on, following the instructions of the bus monitor.
- Being on time at pick-up and drop off times when you collect your child

The Bus Monitor ensures that:

- All the students leave school on the correct bus and get off at the correct stop.

- All students wear seat-belts and remain seated throughout the journey.
- Parents are contacted by phone if there is any delay to the service or if a student is not waiting at the bus stop as expected.

Please note that Primary School children are only released from the care of the Bus Monitor into the supervision of a designated parent or adult.

A written note must be given to school if a Year 4, 5 or 6 student is allowed to walk home from the bus stop in the afternoon.

Younger students may not walk home unaccompanied.

Children aged between 24-30 months must be accompanied by an adult if using school bus.

All children in Pre-nursery and Nursery require an approved child seat provided by parents.

Students travelling on a different bus to normal must register with the bus coordinator and inform the class teacher.

Once you have started at the school, if you have any questions regarding our school buses, please contact our Head of Academic Support, Ms Kerry Li, via email at: [Kerry.Li@bisspuxi.com](mailto:Kerry.Li@bisspuxi.com)

# Security Cards & Lunch Cards

## SECURITY ID CARDS

Security cards are needed to enter the school site. New families need to apply for personal security cards online. It takes about a week for these to be processed and given to you. Returning families can use their cards from last academic year.

## LUNCHES

We encourage all of our students to take a well-balanced, nutritious school lunch in the dining hall. Healthy, nutritious packed lunches may only be brought to school by children with specific dietary requirements. A medical certificate from a doctor needs to be provided. Please remember that because some of our children have serious allergies, we are a NUT FREE school.

If you suspect that your child is not eating at school and/or there are any eating difficulties, please let the class teacher know in the first instance and we will be happy to try to work with you to ensure your child is eating properly.

Please also ensure that your child brings a water bottle to school.

School lunch cards can be purchased in our dining hall on Orientation Day through our catering vendor SLETO. Pupils are allocated a smart card and parents are asked to credit the card at the start of the term; a minimum start

up balance of 500RMB is required. This can be topped up during the school term. Please be aware that our catering company is able to accept cash (RMB) or payments via Alipay or WeChat Wallet. Primary students do not keep their own cards; these are held in the dining hall and payments are deducted automatically according to their daily attendance.



## Our School Uniform

At BISS Puxi we are proud of our uniform and we ask that all our parents support our policy by ensuring your child turns up to school each morning looking fabulous and proud in their uniform. We believe strongly that our school uniform fosters a sense of identity, belonging and pride.

## Early Years Cubs

### PRE-NURSERY AND NURSERY

Children are required to wear the Cubs T-shirt to school each day.

For PE and swimming please see details for Reception children below, however, children may wear any shorts, T-shirt, sweatshirt, and training shoes.

### RECEPTION

#### SUMMER (GIRLS)

- School short or long sleeved polo shirt, grey skort
- Blue and white gingham dress
- Plain white ankle length socks (no sports socks)
- Sun hat or baseball cap for break times

#### SUMMER (BOYS)

- School short or long sleeved polo shirt, grey shorts
- Plain black or dark grey socks
- Sun hat or baseball cap for break times

#### WINTER (GIRLS)

- School short or long sleeved polo shirt grey skort, navy jumper
- Polo shirt, grey pinafore, navy cardigan
- Plain black or dark grey socks (knee high or ankle length)
- Plain black or dark grey tights (no leggings)
- Dark coloured winter coat

### WINTER (BOYS)

- School short or long sleeved polo shirt, grey trousers, navy jumper
- Plain black or dark grey socks
- Dark coloured winter coat

### PE AND SWIMMING KIT (BOYS AND GIRLS)

- PE T-shirt, black shorts, PE trousers, PE fleece, training shoes
- Swim suit (one piece for girls)
- Swimming trunks (no long beach shorts)
- Swimming cap and goggles
- Towel

For both boys and girls, the PE fleece can also be worn as an additional outer layer.

### SHOES

EYFS children should wear shoes that they can put on and take off independently.

#### Nursery & Reception T-shirt

- Colour: Teal with black
- Fabric: 100% cotton pre-shrunk



# Key Stage 1 and 2



*Primary Short Sleeve Polo-Shirt*

- Colour: Teal
- Fabric: 100% cotton pre-shrunk



*Primary Girls Skorts*

- Colour: Grey
- Fabric: 100% cotton



*Gingham Dress*

- Fabric: 100% cotton



*Primary Boys Shorts*

- Colour: Grey
- Fabric: 100% cotton



*Primary Boys Trousers*

- Colour: Grey
- Fabric: 100% cotton



*Navy Jumper - Boys*

- Colour: Navy
- Fabric: 100% cotton



*Navy Cardigan - Girls*

- Colour: Navy
- Fabric: 100% cotton



*Primary Girls Pinafore*

- Colour: Grey
- Fabric: 100% polyester



*Primary Sun Hat*

- Colour: Grey

## SUMMER (GIRLS)

- School short or long sleeved polo shirt, grey skort
- Blue and white gingham dress
- Plain white ankle length socks (no sports socks)
- Sun hat or baseball cap for break times

## SUMMER (BOYS)

- School short or long sleeved polo shirt, grey shorts
- Plain black or dark grey socks
- Sun hat or baseball cap for break times

## WINTER (GIRLS)

- School short or long sleeved polo shirt, grey skort or trousers, navy jumper
- Polo shirt, grey pinafore, navy cardigan
- Plain black or dark grey socks (knee high or ankle length)
- Plain black or grey tights (no leggings)
- Dark coloured winter coat

## WINTER (BOYS)

- Short or long sleeved polo shirt, grey trousers, navy jumper
- Plain black or dark grey socks
- Dark coloured winter coat

## PE AND SWIMMING KIT (BOYS AND GIRLS)

- PE T-shirt, black shorts, PE trousers, PE fleece, training shoes
- Swim suit (one piece for girls)
- Swimming trunks (no long beach shorts)
- Swimming cap and goggles
- Towel

For both boys and girls, the PE fleece can also be worn as an additional outer layer.

## SHOES

Black formal shoes with full leather uppers, which provide support and allow feet to 'breathe' and grow (not hybrids or trainers). In winter, children may wear snow boots to travel to and from school, but are not permitted to wear boots in school. Children are not permitted to wear open toed sandals during the summer.

## HAIR

All students (boys and girls) with shoulder length or longer hair must keep this tied back during the school day. Children should use dark coloured bands/elastics. Brightly coloured head scarves are not permitted. Children are not permitted to have haircuts that could serve as a distraction to other children.

## JEWELLERY

Students are only permitted to wear stud earrings in pierced ears and small objects of religious significance, such as a crucifix on a chain. No other form of jewellery is permitted. For health and safety purposes we ask that pupils remove all jewellery during PE and games, or to cover it with a plaster.

*Primary Back Pack*

- Colour: Black with teal
- Fabric: 100% polyester, water proof





# Key Stage 3 and 4



*Girls Shirt*

- Colour: White
- Fabric: 100% cotton



*Boys Shirt*

- Colour: White
- Fabric: 100% cotton



*Secondary Girls Skirt*

- Colour: Tartan



*Boys Trousers*

- Colour: Grey
- Fabric: 50% polyester, 50% rayon



*PE Polo Shirts*

- Colour: White with black/teal
- Fabric: 35% cotton, 65% polyester



*Long Sleeve Jumper*

- Colour: Navy
- Fabric: 100% cotton



*PE Shorts*

- Colour: Black with white/teal
- Fabric: 100% polyester



*PE Trousers*

- Colour: Black with teal
- Fabric: 100% polyester with tasan



*PE Fleeces*

- Colour: Black with teal
- Fabric: 100% polyester fleece

## IN SCHOOL

- Black, flat, formal leather shoes
- Dark blue or black socks or tights
- Grey school trouser or school uniform skirt (should be no shorter than just above the knee). Plain black leather belt (optional)
- White collared short or long sleeved shirt
- School tie
- School uniform V-necked pullover (optional)
- Plain white T-shirt worn under the shirt (optional)

## FOR PE LESSONS

- School PE shorts/tracksuit bottoms
- School PE polo shirt
- BISS Lions sweatshirt or BISS Lions tracksuit top (optional)
- BISS Puxi PE fleece (optional)
- House t-shirt
- PE kit bag
- School baseball cap (optional)
- White sports socks or black BISS Puxi football socks
- Black ankle-length leggings during cold weather
- Trainers
- Football boots or AstroTurf trainers for football and rugby
- Normal running shoes are NOT

- appropriate as a stud can go through the soft top of the shoe and damage the foot.
- Shin-pads will be required for football, rugby and hockey
- A gum shield should be worn for rugby and hockey
- Boys must wear black/dark navy blue trunks or swim shorts which must be above the knee.
- Girls must wear a one-piece swimsuit.
- Rash vests can be worn by any pupil.
- Towel
- Goggles

## TRAVELLING TO AND FROM SCHOOL

- Dark, plain winter coat
- PE fleece worn as outer coat (may be worn outside at break times)
- Dark, plain hat, scarf, gloves (optional)

## THE FOLLOWING ITEMS ARE NOT ALLOWED IN SCHOOL

- Trainers (except for PE lessons)
- Canvas shoes
- Cardigans
- Colourful T-shirts under shirts
- Leggings (black ankle-length leggings during cold weather for PE only)
- Footless tights

- Belts with an ostentatious buckle or decoration
- Hooded sweatshirts
- Denim jackets
- Leather jackets
- Bright-coloured coats
- Jewellery (other than one discreet stud in each ear lobe for girls only)
- Ostentatious hair accessories (discreet hairbands only)
- Make-up
- Nail varnish
- Unnatural hair colours
- Unconventional hairstyles

*Tie (Boys & Girls)*

- Colour: Navy
- Fabric: 100% polyester



## Key Stage 5

The IB dress code plays an important role in contributing to the ethos both of the IB Academy and also of the wider school. An independent approach to learning is one of the key aims of the IB Academy. It is only a short step to university and the world of work, and a responsible dress code will prepare students for both worlds.

### GIRLS

- 2 piece formal skirt or trouser suit (skirts should be no shorter than just above the knee)
- Tailored dress with jacket
- Blouse or formal work appropriate top
- Neutral coloured, formal shoes (a small heel is permissible)
- Jewellery and make-up may be worn, but must be suitable for a professional business environment

### BOYS

- 2 or 3 piece formal suit
- Collared shirt
- Tie
- Black or brown flat, formal leather shoes
- Must be clean shaven

### THE FOLLOWING ITEMS ARE NOT ALLOWED IN SCHOOL

- Trainers
- Canvas shoes

- High heels
- Flip flops
- Transparent clothing
- Leggings
- Shorts
- String-strapped tops
- Clothing which is revealing
- Any piercings other than one in each ear lobe (girls only)

## Equipment List for Secondary Students

We suggest having the equipment below available.

A pencil case with your name on it to hold everything below:

- Blue or black pens
- Other coloured pens for emphasis
- Pencils (a mechanical pencil, an HB pencil and a 2B pencil)
- Pencil sharpener
- Eraser
- Ruler
- Protractor
- Compass
- Glue stick
- Small scissors with rounded tips
- Scientific calculator (Casio fx-83 recommended for years 7-11, IB needs a special calculator)
- Highlighters
- Coloured pencils
- USB memory stick (16GB or more)
- A pair of earphones or headphones

### LOCKERS

All Primary and Secondary students will have a locker. All items not being used during lessons should be placed inside the lockers. The lockers provided will hold students' books and bags. These are to be kept tidy at all times; with items placed inside the lockers; not on top or in front.

### LOST PROPERTY

Students should have their name written on all of their items of equipment.

If a student finds something that someone has lost, please hand it to Reception. If a student loses something then they should inform their class teacher or form tutor. If it is not found straight away, please ask at Reception.

# Communications

## EMAIL SUBSCRIPTION



It is very important that you subscribe to our newsletter service, as we use this to send you information during the school year. You can sign up to receive our whole school newsletter. Once you have subscribed, please make sure you verify the confirmation e-mail to guarantee that you receive our news.

## SCHOOL WEBSITE



We maintain an up to date, lively and interesting website. It can be found at [www.bisspuxi.com](http://www.bisspuxi.com). It actually runs from four different servers in different parts of the world, so anyone can get it quickly and easily in Europe, the US and other parts of the world. We hope parents will introduce family and friends to it, so that can get a flavour of what our students are doing. We also encourage parents to use it as a source of information.

## PARENT PORTAL



Fresh school news posted daily giving an insight in the daily activities taking place in school and alerting you to important information, announcements and upcoming activities

The Parent Portal also features a calendar of upcoming events taking place in the school that we'd like you to attend whether it's cheering along at Sports Day, attending a parent/teacher conference or watching the latest school production.

## ROOM PARENTS

A school is a vital part of any community. It's the place where parents meet, where children are inspired and where life-long memories are born. We understand and value the contributions that our parents make to the success of our school.

For further details and contact information please see the 'Helping in School' guide.

## STUDENT PLANNERS

All Primary students and parents are enrolled on SeeSaw. All Secondary students are given a Student Planner. They are expected to take responsibility for the planner themselves, and to use it to record their daily timetable, all homework assignments and any other important information.

SeeSaw and the Student Planner are also very important for parents. They are an effective method of communication: details of homework, merits and comments from teachers can all be found in them.

# Technology

## MOBILE PHONES AND IPODS

We understand that parents feel reassured when they are able to contact their children during the school day. At the same time, we know that mobile phones and iPods can be a distraction from learning.

When parents need to contact their children during the school day, they may call the school receptionist at either the Primary or Secondary school. The receptionist will make sure that students receive all messages from parents. Parents should not call or text their child's mobile phone during the school day. If students need to contact their parents from school, they may use the phone at the reception desk on both the Primary and Secondary campuses.

Students may bring mobile phones and iPods to school to listen to on the bus but they are not normally allowed to be used in school. They should be switched off and placed in bags before leaving buses or cars. Please be aware that such devices are the responsibility of the student.

## IPADS

All students in Years 5-11 are given a personal iPad Mini (16GB model) upon entry to the school, to support their learning. Should a child leave the school within 12 weeks of the

iPad being issued, the iPad will be returned to BISS Puxi.

iPads will be used in lessons under the direction of the teacher and only when they are considered to improve and enhance learning. By using iPads the children will:

- Have increased opportunities to research independently
- Practise and reinforce learning through a range of approved apps
- Communicate safely electronically
- Share their learning with others
- Learn about the important practices that keep them safe online

iPads are simply one learning tool and pupils will still have a variety of teaching approaches and learning experiences. There will still be a focus on improving handwriting and any typing task will generally be done using a computer rather than via the iPad. Staff will encourage a balanced use of iPads and carefully monitor their use at break and lunchtimes.



# Student Activities

## ECAS

We want to provide all our students with the chance to extend their learning beyond the formal curriculum and so have created a wide range of extra-curricular activities that students from Year 1 to Year 13 can opt into at the end of the school day. The full brochure and online registration for Term 1 2019 will be available on our school website from Thursday 15 August.

## BISCAP

The British International School Community Activity Programme augments the rich variety of extra-curricular activities already on offer at the school with a variety of sports and arts courses available in students' free time.

The full brochure and online registration for Term 1 2019 will be available from Thursday 15 August. There is an additional charge for these lessons. Parents are welcome to contact the BISCAP Coordinator ([biscap@bisspuxi.com](mailto:biscap@bisspuxi.com)) for more details at any point.

## INDIVIDUAL MUSIC LESSONS

We offer students individual music lessons in a range of instruments, including voice. These weekly lessons are arranged during the school day, and rotated so that students do not miss the same academic lesson repeatedly.

Full details will be sent out to parents early in the term, but parents are welcome to contact the Head of Music, Mr Stephen Morris, ([Stephen.Morris@bisspuxi.com](mailto:Stephen.Morris@bisspuxi.com)) for more details at any point.

Lessons are taught by an experienced team of peripatetic music teachers, who also support the students as they perform in concerts and musical showcases through the year. There is an additional charge for these lessons.

# Homework

## PRIMARY STUDENTS

Homework is distributed to pupils in KS1 and KS2. For EYFS children there is no formal homework; however, reading/picture books, key words to practise and practical projects with parents may take place. The amount of homework given out depends on the age the children. Class teachers will ensure that students and parents understand the expectations and how to best manage homework tasks.

Homework is usually a consolidation of previous work or the topic for that week and is not a completely new concept. For example, for home research on a topic, children can be taught research skills first and the objective of the research should be very clear. The objective for the homework and an example of the method is usually written on every home work sheet.

All homework is issued on a Wednesday and returned the following Monday, although children may return it earlier in the week.

All pupils have a Communication Book in which the homework is recorded, either by them, by the teacher, or by the Learning Assistant and in which parents and teachers make any relevant comments.

Work on the NAE Global Campus can also form additional homework for Year 4, 5 and 6 students which students access independently. Children may access some of the many activities from Global Campus at home at any time by using their individual logins. This is a wonderful resource that links our international family of schools.

## SECONDARY STUDENTS

Students are expected to do homework to support their work at school. Homework may not always take the full time allocated, but if a student appears regularly not to have enough homework please contact their form tutor to discuss this.

Year 7: 2 homework tasks (25 mins)

Year 8: 2 homework tasks (30mins)

Year 9: 2 homework tasks (40 mins)

Year 10: 2 homework tasks (50 mins)

Year 11: 2 homework tasks (60 mins)

Students are issued a homework timetable to help them plan their work. Not all work is due in the next day, but it is very helpful if parents can help students to get into the habit of doing tasks on the day they are set. This is a useful organisational skill for the future.

For the IB, students will be expected to manage their own workloads which will involve significant study outside school, as

agreed with subject teachers. An IB student should expect to spend up to 2.5 hours each weeknight working if they are to make the most of the course, as well as, time at weekends.

Homework set by teachers should be only a part of what IB students do outside class. We have a general expectation that IB students will also:

- Undertake general reading around each of their subjects, using text books and books from the LRC
- Review class notes and practice questions, whether or not this is specifically requested by teachers
- Practise speaking and listening in languages they are studying
- Work on coursework, Extended Essays and other on-going pieces of work

## OUR DAILY INFORMATION NETWORK (ODIN)

In the Secondary school all homework set is posted on Moodle for parents and students to read. We also send out details of homework and summaries of lessons each day by email, so that parents may stay engaged with the work their sons and daughters are doing. Details of how to sign up to receive these daily emails are sent separately.



Please download the  
*Schoolsbuddy* app

# University & Careers Guidance

As part of the IB Academy, Higher Education staff at BISS Puxi work with students and parents to manage each step of the university application process, providing advice and guidance to help students find the route to the career and higher education options that are right for them.

University and Careers information, advice and guidance is delivered via one-to-one meetings with parents and students, as well as through workshops, presentations and information sessions, giving students the tools and the support necessary for them to make successful applications to a wide range of universities around the world.

In Years 9 and 10, students take part in careers-based assemblies and tutor time activities, and in Year 10, students can also look forward to work experience placements which give them a taste of the world of work. In Year 11, students are given advice and guidance on selecting IB subjects that match their strengths and aspirations.

In Years 12 and 13, students are given individual guidance on preparing university applications, including support with writing personal statements and application essays. Mock university interviews are conducted within school by subject specialists, who also help prepare students for admissions tests required by the most competitive universities. For students applying to universities in the USA, the school provides after-school SAT preparation classes plus five practice tests across the course of Year 12.

BISS Puxi regularly welcomes representatives from universities in the UK, North America, Asia, Australia and Mainland Europe to deliver both general and subject-specific presentations. The school also hosts an annual university fair, which is a great opportunity for students across the school to meet with university representatives from around the world and learn about what their institutions have to offer, what universities are looking for in their students, and how best to prepare effective applications.

Our students go on to study at top universities around the world, and in recent years have secured places at prestigious institutions such as the universities of Oxford and Cambridge, University College London, Imperial College London, the University of Michigan, UCLA, UC Berkley, NYU, Duke, the University of Hong Kong, the Hong Kong University of Science & Technology, Seoul National University, Yonsei University, KAIST (South Korea), the University of Toronto, UBC (Canada) and the University of Sydney.

# Student Wellbeing

We're in no doubt that everybody learns best when they feel healthy, happy and safe. There are many different people and systems in place to help to make sure that the children and young adults in our community are able to make the most of the opportunities around them. A team of adults work to ensure that everyone is looked after, including our class teachers, form tutors, Heads of Year and Key Stages, school nurses, caterers, student counsellors, administrative staff, senior management and many others.

## PSHE IN THE PRIMARY SCHOOL

It is our aim to develop pupils into well balanced, young citizens, who are equipped with life skills for the future. It is vital that pupils learn how to communicate effectively with a variety of people, as well as show awareness and respect for the diverse cultures and beliefs of others. They need to be able to understand how to manage changes and emotions, as well as recognise causes and effects of behaviour. This knowledge, skills and understanding is developed during many cross-curricular activities, but most distinctively during Personal, Social, Health, Education lessons.

During each academic year, all pupils will explore specific topics which progress throughout the

various stages of the primary school.

Children will be taught personal skills, such as how to:

- Be more independent, confident and mature
- Recognise their own achievements and mistakes
- Share their views and discuss what is fair and unfair, what is right and wrong
- Set themselves goals and try to achieve them
- Keep themselves safe and healthy as they grow

## PSHE IN THE SECONDARY SCHOOL

Students in Key Stage 3 have PSHE/ Wellbeing sessions delivered through special assemblies and as part of their form time classes. We follow a carefully selected age-appropriate programme with them that covers areas such as sex and relationship education, alcohol and drug awareness, careers, study skills, independence, anti-bullying, health and well-being, as well as, a range of other topics.

Students in Key Stage 4 and 5 have standalone assembly and group sessions which extend on some topics covered at Key Stage 3, and which are considered most applicable to this age group.

Teachers guide discussion,

ensuring that students are able to participate and learn without feeling pressurised. We don't have exams or tests in these lessons, and we don't grade students for PSHE.

# Celebrating Success

We look to celebrate success, and our teachers. We like informal praise, where teachers look to find opportunities to praise students every day as part of their normal classroom practice. We praise and reward children for good behaviour in a variety of ways.

## IN THE PRIMARY SCHOOL

- Golden Time is given to each child at the beginning of each week in an allocation of 30 minutes. The purpose of Golden Time is to celebrate those children who have behaved well all week.
- A House Point system operates in school where pupils are rewarded for academic achievement, contribution to extra-curricular activities, model behaviour and kind deeds.
- Each week a Star Pupil is selected from each class for special mention in assembly.
- Students may be recommended for a Principal's Commendation by members of staff at any time, for outstanding performance.

## IN THE SECONDARY SCHOOL

- Merits are awarded by staff. As students collect an increasing number of merits in a range of areas and subjects, they are presented with certificates to reflect this.

Bronze Certificate: 25 Merits

Silver Certificate: 50 Merits

Gold Certificate: 100 Merits

Platinum Certificate: 150 Merits

- Students who achieve high effort grades in trackers across a range of subjects are presented with Certificates of Endeavour.
- Students may be recommended for a Headteacher's or Principal's Commendation by members of staff at any time for outstanding performance.

# Assessment and Reporting

## IN THE PRIMARY SCHOOL

Class teachers get to know your child and their learning needs through daily interaction. They are continuously assessing your child's understanding, through discussion, questioning and marking their work. Occasionally they will use formal assessments to check progress.

Children in Years 1-6 have an Individual Learning Record (ILR) in Reading, Writing, Maths and Science. ILRs indicate the learning your child will experience throughout the year and give an indication of their progress as the year progresses. These are shared with you at key times in the year, but are available at any time on request.

Parent Teacher Consultation days are held twice each year for the whole school. During these meetings, teachers will discuss with parents the academic progress of pupils as well as personal and social matters. Dates are published in the school calendar.

## IN THE SECONDARY SCHOOL

You receive a school tracker up to four times each year, on the dates shown in the calendar. Students are responsible for bringing the trackers home from school, and we encourage parents to make sure they ask their children for the

trackers on the day they are due. You will receive a full explanation about trackers with the first one.

Student Parent Teacher Consultation evenings are held twice each year for each year group. During these meetings, teachers will discuss with parents the academic progress of pupils as well as personal and social matters. Dates are published in the calendar on the website.

## GOOD BEHAVIOUR AND OUR EXPECTATIONS

### *In School*

At the heart of our school welfare programme is our belief in the importance of what we call 'behaviour and social graces', BSG for short. We place a high priority on students' behaviour and set aside time to teach them about the importance of good manners and proper social conduct.

Our behaviour policies are designed to support the way in which all members of the school community can work together in a supportive and caring way. Our students learn positive behaviour as a life skill.

### *Outside of School*

We expect students to maintain high standards outside of school too. In particular, we are concerned about any behaviour that will reflect badly on us as

a school and community. We will treat any instance of poor behaviour that occurs whilst students are wearing school uniform or otherwise recognisable as members of the British International School as a school disciplinary issue, and we ask for the support of parents in this.

In general, if we become aware of any of our students behaving poorly or irresponsibly in the community we will inform parents, so that they have the information they need to help steer the right path with their children as they grow towards adulthood.





## Health & Safety

We have well-equipped clinics on the ground floor of both the Primary and Secondary schools. Our fully qualified school nurses provide a friendly, efficient and professional service to all pupils and staff who need medical attention at school. The clinics are accessible to students whenever the school is open, although they need permission from teachers to leave lessons (other than in an emergency).

### SERIOUS INCIDENTS

In the unlikely event of a more serious incident occurring at school, parents will be telephoned and, if necessary, they will be asked to meet their child and the school nurse at a nearby hospital; normally Shanghai United Family. Parents who would like to nominate another hospital, to which their child would be taken in an emergency, can do so by contacting the nurse. Payment for any treatment is the responsibility of the parent. For this reason, parents must ensure that we hold up to date details of medical insurance.

### GOING HOME ILL DURING THE DAY

Students do, of course, occasionally become ill during the day. Where the school nurse feels that a student needs to go home, parents will be contacted and arrangements will be made for the student to

return home. How students get home will be agreed with parents. We do not allow students to make their own decision to go home ill.

### INFECTIOUS/CONTAGIOUS CONDITIONS

Parents should inform the school immediately if their children have an infectious illness or condition, for example: pink eye, head lice, chicken pox, German measles, ringworm, or hand, foot and mouth. This allows us to ensure that we protect the health of our whole community.

### MEDICINE AT SCHOOL

Medicines will only be given in school in special circumstances and must be clearly labelled with a student's name, and the required dosage and frequency. Such medication should be brought to the school nurse, where parents will be asked to sign a consent form to confirm the details. Students may not administer their own medicine.

### ALLERGIES AND OTHER MEDICAL CONDITIONS

Please advise us of any changes in your child's medical status, particularly when there is an allergy to materials or food. The school nurse is happy to talk with you about this at any time.

### HELMETS

Students who ride to school on bicycles and electric scooters are expected to wear helmets when travelling.

### OUR AQI POLICY

There are now some periods of the year when we experience poor air quality in Shanghai and we know this is an issue of importance for many of our parents. At BISS Puxi we make every effort to ensure we provide a safe environment for our children to learn in and therefore have put the systems and procedures in place.



## *Our Community*

### **PARENT EVENTS TEAM**

All parents and staff are automatically members of the PET when they join the school community. The group has two primary functions: firstly to promote social integration and interaction and secondly to support the school in fulfilling its social responsibilities by raising money for and working alongside children's charities in Asia.

There are a number of ways in which you can involve yourself in the PET, as a volunteer at one of the many events run by the association or on one of the co-ordinating committees. The structure and organisation is designed to create opportunities to be involved and to contribute.

### **ROOM PARENTS**

Some of our parents support the school through their role as room parents. They help to pass school information around, but also to create the opportunities for parents to contact each other, synchronise social events and keep in touch about what their children are doing. We'll be asking for volunteers from people who are interested in taking on the role for various year groups and/or forms. If you are interested, please get in touch with your son or daughter's teacher/form tutor.

### **PARENT REPRESENTATIVES**

Parent Representatives are a group of parents who meet several times a year with the Heads of Primary and Secondary to talk about the school, to discuss the school and offer advice, and to act as a sounding board for new ideas. We are very grateful to the parents who give up time to help us in this way.

### **CHATTERBOX CAFÉ**

Chatterbox Café is an integral part of our parent community, providing a haven for parents and teachers alike. It is a place where the spirit of the school is captured and many new friendships are formed. It is run exclusively by parents who are kind enough to donate baked goods and give their time volunteering to help run the Café. After covering overheads, the proceeds from the Café are given directly to charities chosen by the PET.

# Early Years Cubs

## PRE-NURSERY AND NURSERY

Each child will be given their own starting date. On day one you will bring them for a shorter session from 8.45-11am. Your teacher will feed back to you about how your child has managed and then together you will decide on what time they can be picked up the next day. Please work with us in the first few weeks and know that not every child is ready to stay for full time straight away.

## RECEPTION

For children new to our school we ask you to bring your child in at 8.45am. Your child is welcome to stay for a shorter session or the whole day depending on their individual experience. Your teacher will feed back to you about how your child has managed and then together you will decide on what time they can be picked up the next day.

## PREPARING YOUR CHILD TO START SCHOOL

Please help your child by talking to them about all the exciting things they will be able to do in school, look at the website together and read books about school. Help your child by leaving them with another adult for a short amount of time so that they learn that you will soon come back again. Explain to your child what will happen at school and reassure them that you will be

coming back- this will help your child build up trust.

## EARLY YEARS CHECKLIST

Please see below some information that will help you know what to bring each day.

Your child will need:

- A bag - big enough to hold all the equipment that your child needs that they can manage themselves
- A daily healthy snack for your child (the school will also provide a snack)
- A water bottle that your child can fill themselves -labelled with your child's name
- If your child is wearing nappies please bring a whole pack to be kept in their cubby (restock as required)
- Two or more changes of clothes to be kept in their cubby – clearly labelled with your child's name
- Swimming kit including a swimming cap and goggles (for children who are toilet-trained). No armbands or floats necessary.
- Some of our children sleep in the day and school provide a bed and an all-in bottom and top sheet. If you would like your child to have an extra blanket, quilt, pillow or comforters please send them in weekly in a labelled bag.
- We encourage all our children to play outside when we can so it

is good to be prepared for wet weather. Please make sure your child has a rainproof coat with a hood and wellington boots to keep them dry whether it is walking to the bus or splashing in puddles.

- Indoor and outdoor shoes need to be comfortable, sturdy and practical - the children should be able to put on and take off their shoes by themselves (no laces)! Closed in shoes or those with straps are also good as they stay on. In Reception the children are expected to wear black shoes as part of the school uniform. Please name all shoes clearly
- Remember to visit the uniform shop. Children in Nursery and Pre Nursery need to wear their cubs t-shirt everyday. Children in Reception wear school uniform.

We look forward to welcoming you and your child to our supportive Early Years Cubs learning environment.





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