



Welcome Guide

Academic Year
2017-18



THE BRITISH INTERNATIONAL SCHOOL
SHANGHAI, PUXI
A NORD ANGLIA EDUCATION SCHOOL

Welcome to Our School

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.

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



Dr Neil Hopkin
Principal

Email admissions@bisspuxi.com

General Enquiries +86 21 6221 7542



Useful Information

Our school website www.bisspuxi.com is regularly updated with news of our exciting experiences, academic achievements and school events and contains a wealth of information about the school.

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. You can find out more about the learning in class by reading the Class News for each year group.



Scan QR code - Newsletter

View more information on our website

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. Please contact our Primary Reception if you need help. Returning families can use their cards from last academic year. We will be automatically updating these as the year progresses. Families do NOT need to re-apply.



Scan QR code - ID Cards

View more information on our website

Lunches

All children are expected to take a school lunch, except when there

are medical reasons. Parents are then asked to provide a doctor's certificate and a healthy, nutritious packed lunch can be provided from home. 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 ensure that your child brings a water bottle to school and a healthy, nut-free snack.

School lunch cards can be purchased in our dining hall on orientation day through our catering vendor Sletto. 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.



Scan QR code - Lunches

View more information on our website

Our Activity Programme

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 2017 will be available on our school website from Wednesday 16 August.

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 works to ensure that everyone is looked after, including our class teachers, form tutors, progress co-ordinators, school nurses, caterers, student counsellors, administrative staff, senior management and many others.



Scan QR code - Wellbeing

View more information on our website

Contacts

Please find below key contacts that will be able to assist you with any questions or queries you may have throughout the year. Please do not hesitate to get in contact with them.

BUS COORDINATOR

Kerry Li
k-li@bisspuxi.com
Ext. 1618

LUNCH CARDS-SLETO

Linda Hua (Primary)
Wendy Luo (Secondary)
catering@bisspuxi.com
Primary Ext. 1670
Secondary Ext. 1870

UNIFORM

Shutong Wei
sh-wei@bisspuxi.com
Ext. 1811

ACCOUNTS

Icy Cui
i-cui@bisspuxi.com
5226 0629, Ext. 1570

ECA (EXTRA CURRICULAR ACTIVITY)

Primary: Alex Martinez
primaryecas@bisspuxi.com
Secondary: Paul Kelly
secondaryecas@bisspuxi.com

BISCAP (BRITISH INTERNATIONAL SCHOOL COMMUNITY ACTIVITY PROGRAMME)

Thomas Hitchings and Abigail Yao
biscap@bisspuxi.com
Ext. 1668

INSTRUMENTAL MUSIC LESSON COORDINATOR

Laura Zhang
la-zhang@bisspuxi.com
music@bisspuxi.com
Ext. 1867

PRINCIPAL

Dr Neil Hopkin
principal@bisspuxi.com

VICE PRINCIPAL

Niki Meehan
n-meehan@bisspuxi.com

HEAD OF PRIMARY

Jared Nolan
j-nolan@bisspuxi.com

HEAD OF SECONDARY

Andrew Lancaster
a-lancaster@bisspuxi.com

KOREAN LIAISON

Hejin Jiang
heijin-jiang@bisspuxi.com
Ext. 1836

NEW PARENT CO-ORDINATOR

Claire Crockett
ccrockett@hotmail.com
Hege Dahl Pedersen
hege.dahl.pedersen@hotmail.com

PA TO HEAD OF SECONDARY

Heleen Zhang
h-zhang@bisspuxi.com
Ext. 1823

PA TO HEAD OF PRIMARY

Amentine Yang
a-yang@bisspuxi.com
Ext. 1661

PRIMARY RECEPTIONISTS

Joyce Wang
jo-wang@bisspuxi.com
Ext. 1501

Joy Zhao

j-zhao@bisspuxi.com
Ext. 1502

SECONDARY RECEPTIONIST

Iris Yu
i-yu@bisspuxi.com
Ext. 1801

PRIMARY SCHOOL SECRETARY

Violet Zhu
v-zhu@bisspuxi.com
Ext. 1662

SECONDARY SCHOOL SECRETARY

Rainy Jiang
ra-jiang@bisspuxi.com
Ext. 1861

PET (PARENT EVENTS TEAM)

Cindy Liddiard
pet@bisspuxi.com

PRIMARY SCHOOL NURSE

puxischoolnurse@bisspuxi.com
Ext. 1616

SECONDARY SCHOOL NURSE

puxischoolnurse@bisspuxi.com
Ext. 1813 or 1816

Uniform

The uniform shop is located in the Primary School and open from 8:30am to 4.30pm during term time and from 9.30am to 3:30pm during school holidays. Please schedule your visit through the Admissions office. During the Orientation Day, we will be supplying uniforms from the Primary School sports hall, on the second floor of the Primary School, from 8:30am to 4:00pm. We highly recommend that you buy black leather school shoes before you come to China, as they can be quite difficult to source here.

Uniform is important to us – it provides a sense of community and cohesion among the student body, and it helps to prevent competitive dressing. It helps to develop good habits, and, as part of this, we expect to arrive at school every day in clean clothes, worn in a tidy manner. We expect students to wear their uniform to the highest standard throughout the day. Please visit our website for the complete uniform guidelines and requirements.



Scan QR code

View more information on our website







Buses

We run a comprehensive bus service from many areas in Shanghai. Please help us run this 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.

STUDENT NAME

STUDENT CLASS

BUS NUMBER

BUS MONITOR NAME

BUS MONITOR MOBILE NUMBER

PICK UP LOCATION

PICK UP TIME

DROP OFF TIME

Early Years Cubs

In Early Years Cubs we consider the settling in period as an extremely important time for you and your child. To offer every child the best possible start, we take the time necessary to encourage new attachments between your child and their new school.

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 nut-free 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.



Early Years Tapestry

All children attending Early Years Cubs will have a personal online Learning Journal.

On Tapestry, you will be able to view photographs, observations and videos of your child. This will enable you to follow your child's individual progress closely and allow you to talk with your child about their achievements and experiences. Access is easy as you will be able to view their online journals anywhere in the world and can share achievements from school with family. You can also share interests and achievements from home with school via the journal.

In order for your child's Learning Journal to be created, please provide the e-mail address you would like us to use when setting up your account.



New Parent Team

The New Parent Team would like to welcome you all to BISS Puxi, Shanghai.

Our team of volunteers is here to help and support you and your family as you embark on this new exciting adventure in Shanghai.

Together, our team has several years of experience of both living here in Shanghai and transitioning into new schools and communities across the world.

The aim of our team is to ensure a smooth transition into BISS Puxi, provide practical advice on living in Shanghai and help you to build social networks.

We have many exciting activities planned for the next year including tours of the local area, trips downtown, information events and a Christmas tree tour. We hope that you will be able to join us.

We will also be hosting a regular coffee morning at school where members of our team will be available to answer any of your questions.

We look forward to meeting you all soon. In the meantime, if you have any questions about moving to Shanghai before you arrive, please feel free to contact us on bissnewparents@bisspuxi.com and we will try our best to help you.

Calendar of events

Friday 18 August

New Parents Welcome Coffee Morning
A general information morning and get to know you.
8.45am Stage One

Wednesday 30 August

Walking Tour
Get a better idea of what is available around the school.
8.45am Primary Playground

Thursday 7 September

Coffee and Talk: Health
Come meet others for a quick chat and then listen to a local Doctor give advice on medical information.
8.30-9.30am School Coffee Shop
9.30-10.30am Stage One

9 September

Welcome Back Party
A chance to meet up with old and new friends.
6.00pm-9.00pm Primary Playground

Friday 22 September

Furniture Warehouse Tour
Discover a great place to decorate your home while enjoying snacks, bubbles and some Chinese entertainment.
Bus will leave Primary at 9.30am and return 2.45pm

Wednesday 11 October

Coffee and Talk: Geek Guy
Come and meet for a coffee and a chat and then learn all you need to know about vpn's internet, TV and anything technical.
8.30-9.30am School Coffee Shop
9.30-10.30am Stage One

Wednesday 18 October

HongQiao Tour
A tour of two markets that you will find very useful in Shanghai and a lunch at a nearby restaurant.
Bus will depart from Primary at 9am and return approx. 3.15pm

Wednesday 25 October

Travel Trips and Tours
Come meet with vendors and travel companies and learn more about all the cool places to discover while your in China and beyond.

Wednesday 1 November

Coffee and Talk: Water & Pollution
Come meet for a coffee and a chat and then learn about water safety and pollution in Shanghai.
8.30-9.30am School Coffee shop
9.30-10.30am Stage One

2 December

Christmas Fair
An afternoon of festive fun and entertainment.
6.00pm-9.00pm Primary Playground

Wednesday 6 December

Coffee and Chat

A relaxed coffee morning with a focus on getting organised for the holidays and where to get the things you will need.

8.30am School Coffee shop

Wednesday 13 December

Christmas Tree Tour

Come get in the spirit of the Holidays with a walking tour through the big hotels and a finish with a lovely lunch on the Bund. Games raffles and fun to be had.

Bus Will depart Primary at 8.45am and return by 3.30pm

Wednesday 10 January

New Parents Welcome Coffee Morning

A general information and get to know you.

8.45am Stage One

Wednesday 7 Feb

Coffee Morning

A relaxed coffee and chat.

8.30am School Coffee Shop

Wednesday 7 March

Coffee Morning

A relaxed coffee and chat.

8.30am School Coffee Shop

24 March

International Food Evening

An evening of fine food (an adults only event)

Wednesday 11 April

Coffee Morning

A relaxed coffee and chat.

8.30am School Coffee Shop

Wednesday 2 May

Coffee Morning

A relaxed coffee and chat.

8.30am School Coffee Shop

Wednesday 6 June

Final Coffee Morning

A relaxed coffee and chat.

8.30am School Coffee Shop

TASTE THE FLAVOURS OF THE WORLD
**INTERNATIONAL
FOOD EVENING**



And finally ...

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.

Equipment List for Lessons

(Secondary)

We suggest having the equipment below available.

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

- Blue or black pens for normal writing
- Other coloured pens for emphasis (fine point Stabilo pens)
- Pencils (a mechanical pencil, an HB pencil and a 2B pencil)
- Pencil sharpener
- Eraser
- Ruler
- Protractor
- Compasses
- Glue stick
- Small scissors with rounded tips
- Scientific calculator (Casio fx-83 recommended for Years 7-11)
- Calculator for IB Students – Texas Instruments Nspire CX Graphic Calculator (non-CAS version)
- Highlighters (at least three different colours)
- Coloured pencils (Staedtler or Raffine are good)
- USB memory stick (16GB or more)
- A pair of earphones or headphones
- Coloured sticky highlighter tabs

Checklist

As part of Orientation, please ensure you complete the following:

- 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
- Pay lunch fees at the Dining Hall (cash, WeChat Pay and Alipay is accepted)
- Subscribe to our newsletter
- Buy the school uniform from the Primary School's sports hall (2nd floor)
- Visit your class teacher
- 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.

We hope you enjoy the rest of the day and we look forward to seeing you on the first day of term, Wednesday, 16 August 2017.

Contact us

The British International School Shanghai, Puxi
111 Jinguang Road, Huacao Town
Minhang, Shanghai, 201107

Email

admissions@bisspuxi.com

School Website

www.bisspuxi.com

Admissions Direct Line

+86 0-21 6221 7542



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