

ORIENTATION PROGRAMME

2014-2015 SECONDARY



10
YEARS

AS PART OF ORIENTATION PLEASE ENSURE YOU COMPLETE THE FOLLOWING:

- Visit our Admissions team:
 - Register
 - Update student records – submit copies of passports, residence visas and Shanghai work permit
 - Update contact information – complete the parent contact sheet and return
 - School security ID cards – complete forms and return
- School bus – check the bus timetables and acquire bus registration details (schoolbus@bisspuxi.com)
- School lunches – visit Sleto and set up an account and pay for lunches and snacks
- Communications – subscribe to our newsletter – www.bisspuxi.com
- Meet the PTA – Meet and Greet with the Parent Teacher Association (PTA)
- Uniform – collect and pay for uniform – open daily from 9:00am to 3:30pm (Primary Sports Hall, 2nd floor Primary campus)
- Visit and meet your class teacher

NOTE

If you find that it is very busy at the registration desk, please do not worry as the registration information can be completed at any time during the day. Please allow time to come back and complete the forms.



ORIENTATION DAYS FOR NEW STUDENTS

We are delighted to welcome you and your family as you join our community here at the British International School Shanghai, Puxi.

We tend to call ourselves BISS for short. We aim to make settling in as easy as possible. This is particularly important in an international community like ours, as you may well have had quite enough drama and excitement moving to Shanghai already. Please do ask us anything at any time and we will help if we possibly can. We can offer advice about other aspects of life in Shanghai as well as talk about school.

Please find in this programme information regarding preparation for the new school year, including our orientation days, uniform, buses, lunch cards, Extra-Curricular Activities (ECAs) and school communication.



ORIENTATION DAYS THURSDAY 21 & FRIDAY 22 AUGUST

Orientation days are an opportunity for new parents and students to meet their new class teachers, to look around the school, to ask any questions, arrange bus routes, sort out uniform, meet other people – students, parents and staff – and generally get prepared for the start of term on Monday 25 August.

Please note that our staff tend to be very busy on these days, planning, preparing and setting up students' learning environments. Please help us by coming only at your allocated time as shown in the enclosed programme.

If you cannot make the allocated times, please let us know and we will try our very best to make other arrangements to see you and make sure that you are ready to start. We are

delighted to talk to as many people as possible – that is our aim, but if you need a longer discussion about something specific, it is probably best to make a separate appointment, so we can make sure we have time to talk with you properly.

Students do not need to wear uniform for the orientation days – any sensible clothes are fine.

OTHER IMPORTANT INFORMATION

SCHOOL BUSES

If you would like to reserve a seat for your son or daughter on one of our school buses, please email us at schoolbus@bisspuxi.com or contact 5226 3211 ext. 1613, as early as possible. We will need to know your local contact details in Shanghai as soon as you know them (such as detailed address, home number and local mobile etc.) Please kindly send the above information by Friday 15 August 2014, if possible, as this will allow us to have timings for buses worked out for the first day of the new term. Our school bus monitor will phone you to discuss pick up and drop off points before the start of term.

LUNCH CARDS

School lunch cards can be purchased in our dining hall on the orientation days. 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 cannot accept credit or debit cards. Payment can be made by cash (RMB)

or by bank transfer (details of bank account can be provided at orientation day).

CONTACT DETAILS

A great deal of the school and home communication is via email, although we do also phone at times, so it is very important that we have up-to-date email and phone information. We will ask you to complete a contact sheet when you come to the orientation day to help us with this.

EXTRA CURRICULAR ACTIVITIES (ECAs)

Please note ECAs schedule and sign-up will be available after the term has commenced, communication will be sent to you on how to register in the next couple of weeks.

EMAIL SUBSCRIPTION SERVICE

It is very important that you subscribe to our newsletter service as we use this to send you information during the school year. We cannot subscribe for you – you have to do it yourself to guarantee that your internet provider

Ms. Suya Yan, PA to the Head of Secondary
+86 21 5226 3211 ext. 1823
sy-yan@bisspuxi.com
schoolbus@bisspuxi.com
5226 3211 ext. 1613

will accept our emails, but please let us know if you need any help.

We hope that this information helps; we should be able to answer any further questions that you have on the orientation mornings. However, should you require any further assistance before term starts, please feel free to contact us. The best person to get in touch with is probably Ms. Suya Yan, PA to the Head of Secondary. She can be phoned on +86 21 5226 3211 ext. 1823 or emailed at sy-yan@bisspuxi.com. There is also the Secondary Parent Handbook which can be found on our school website which has lots of details too.

We look forward to seeing you at the start of the new school year.

With best wishes,

Chris Share,
Head of Secondary

YEAR 7 ORIENTATION PROGRAMME

FRIDAY 22 AUGUST
(STUDENTS AND PARENTS)

FROM 9:00AM

Tea and coffee and the opportunity to meet staff and other BISS families (Secondary Dining Hall)

9:45AM

Welcome (Auditorium).

10:45AM

For Parents

Meet with Head of Year and Form Tutors (Secondary Dining Hall).

Head of Key Stage 3, Andrew Lancaster
Head of Year 7, Tanya Selden

FORM TUTORS

Patricia Young, 7B
April Rudd, 7I
Dorothee Chareyron, 7S
Matthew Hill, 7P
Laura Townsend, 7U

This will include an opportunity to arrange lunch cards, confirm bus routes and meet other staff and current parents.

For Students

Getting to know the Secondary School – a practical exercise in exploring the school with your Form Tutor.

11:45AM-12:30PM

All to meet back in the Secondary Dining Hall for the end of the programme. Further refreshments available and staff available to respond to any further questions.

School uniform can be purchased from the Primary Sports Hall until 4:00pm.

YEAR 8&9 ORIENTATION PROGRAMME

THURSDAY 21 AUGUST
(STUDENTS AND PARENTS)

FROM 9:00AM

Tea and coffee and the opportunity to meet staff and other BISS families (Secondary Dining Hall)

9:45AM

Welcome (Studio Theatre S209).

10:45AM

For Parents

Meet with Heads of Year and Form Tutors (Secondary Dining Hall).

Head of Key Stage 3, Andrew Lancaster
Head of Year 8, Katherine Temple
Head of Year 9, Chris Baker

FORM TUTORS

Pedro Joseph, 8B
Holly Mitchell, 8I
Rachel Wright, 8S
Charlotte McMahon, 8P
Laury Valente, 8U
Rebecca Kernaghan, 9B
Maria Pantasoulas, 9I
Meritxell Sanz, 9S
Rebecca Symonds, 9P
Jon Wasey, 9U

This will include an opportunity to arrange lunch cards, confirm bus routes and meet other staff and current parents.

For Students

Getting to know the Secondary School – a practical exercise in exploring the school with your Form Tutor.

11:45AM-12:30PM

All to meet back in the Secondary Dining Hall for the end of the programme. Further refreshments available and staff available to respond to any further questions.

School uniform can be purchased from the Primary Sports Hall until 4:00pm.

YEAR 10 ORIENTATION PROGRAMME

FRIDAY 22 AUGUST
(STUDENTS AND PARENTS)

FROM 9:00AM

Tea and coffee and the opportunity to meet staff and other BISS families (Secondary Dining Hall).

9:45AM

Welcome (Studio Theatre S209).

10:45AM

For Parents

Meet with Head of Year and Form Tutors (Secondary Dining Hall).

Head of Key Stage 4, Paul Kelly
Head of Year 10, Angela Sharrock

FORM TUTORS

Doireann Bregazzi-Nevin, 10B
Lois Johnston-Walker, 10I
Joceline Powter, 10S
Francis Gale, 10P
Matthew Worley, 10U

You may also take this time to arrange lunch cards, confirm bus routes and meet other staff and current parents.

For Parents & Students

For year 10 students, and their parents, who have not made subject choices, please meet with Angela Sharrock in the Dining Hall.

For Students

Students wishing to take language options should speak to Miss Quevedo at this time.

For students who have already made subject choices, please attend a short team building exercise in the Sports Hall.

12:00PM

All to meet back in the Secondary Dining Hall for the end of the morning's programme.

School uniform can be purchased from the Primary Sports Hall until 4:00pm.

The day will end at approximately 12:20pm for students who have already completed their OOPT and CAT tests.

12:30PM

Lunch for those staying for CAT and OOPT testing.

1:00PM

CAT and OOPT testing for those students who have not completed these tests.

The CAT is a computer based test to help us assess how students are likely to perform at (I)GCSE so we can make sure we get the best from individual students.

There is no need to prepare for, or worry about, either of these tests.

3:00PM (APPROX)

End of the day



YEAR 11 ORIENTATION PROGRAMME

THURSDAY 21 AUGUST
(STUDENTS AND PARENTS)

FROM 9:00AM

Tea and coffee and the opportunity to meet staff and other BISS families (Secondary Dining Hall).

9:45AM

Welcome (Secondary Dining Hall).

Meet with the Head of Year and Form Tutors.

Head of Key Stage 4, Paul Kelly
Head of Year 11, Lisa Cavanagh

FORM TUTORS

Madeeha Pitcher, 11B
Raani Yamuna, 11I
Emma Makin, 11S
Michael Dunphy, 11P
Kris Vander Mynsbrugge, 11U

10:30AM

Individual discussions and confirmation of students' programmes.

In between discussions, parents will have an opportunity to arrange lunch cards and confirm bus routes, and to meet with Form Tutors and the Head

of Year 11. Tours of the school will also be available.

School uniform can be purchased from the Primary Sports Hall until 4:30pm.

11:30AM

A short team building exercise for students in the Sports Hall. There is a separate programme for those students in Year 11 needing to complete CAT and OOPT tests.

12:30PM

Lunch for those staying for CAT and OOPT testing.

1:00PM

CAT and OOPT testing for those students who have not completed these tests. The CAT is a computer based test to help us assess how students are likely to perform at (I)GCSE so we can make sure we get the best from individual students.

3:00PM (APPROX)

End of the day

IB(Y12) ORIENTATION PROGRAMME

THURSDAY 21 AUGUST
(STUDENTS AND PARENTS)

9:00AM

Tea and coffee (Secondary Dining Hall).

9:45AM

Welcome to the IB programme (Auditorium).

A chance to hear more about the IB Diploma Programme at BISS and gain information about subject choices.

Head of IB Academy, Jane White

11:00AM

An opportunity to discuss subject options with individual subject leaders and teachers.

FORM TUTORS

Aniket Gocoldas, 12B
Santosh Manoharon, 12I
Rachel Rhodes, 12S
Job Mager, 12P

IB CO-ORDINATORS

IB Co-ordinator, Thomas Housham
CAS Co-ordinator, Ling Coong

12:00PM

Individual meetings between students, parents and staff IB advisers to confirm subject choices and identify any remaining issues or information needed.

During the day students will also be given information about which tutor group they are in to ensure a smooth start on Monday 25 August.

IB(Y12) ORIENTATION PROGRAMME

FRIDAY 22 AUGUST
(STUDENTS ONLY)

Students should arrive at school for 9.00am start in the auditorium

	12B & 12I	12P & 12S
S1 9:00AM- 10:00AM	INTRODUCTION	
10:30AM- 10:50AM	BREAK: REFRESHMENTS AVAILABLE IN THE IB ACADEMY	
S2 10:50AM- 12:40PM	CAS: INTRODUCTION AND LAUNCHING THE RAG WEEK PROJECT	ALIS TESTING
12:40PM- 1:15PM	LUNCH: REFRESHMENTS AVAILABLE IN THE DINING HALL AND IB ACADEMY	
S3 1:15PM- 3:05PM	ALIS TESTING	CAS: INTRODUCTION AND LAUNCHING THE RAG WEEK PROJECT
S4 3:05PM- 3:20PM	CLOSING WORDS AND END OF THE ORIENTATION PROGRAMME	

Keeping you connected.

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