



STAFF GUIDEBOOK

EVERYTHING YOU NEED TO KNOW

*GREAT TIPS AND INFORMATION FROM
PEOPLE WITH FIRST HAND EXPERIENCE*

HEALTH

Top tips for staying healthy

EDUCATION

Learn Chinese and discover a
unique culture

TRAVEL

Explore China and beyond

ASK THE EXPERTS

Contact staff for help



THE BRITISH
INTERNATIONAL
SCHOOL

Shanghai, China



OUR STAFF
HANDBOOK

AT

THE BRITISH
INTERNATIONAL
SCHOOL

SHANGHAI, PUXI

NORD ANGLIA EDUCATION







Welcome to Shanghai

INTRODUCTION

Shanghai is a wonderful city to live in. It can be noisy, polluted, crazy, frustrating, beautiful, charming, exotic, but never boring.

We hope this very short and simple booklet gives you a glimpse into what to expect when you arrive, but also leaving plenty for you to discover for yourself. After all, this is half of the excitement of moving to a new city.

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BEFORE YOU LEAVE

MEDICAL

Check with your GP to check whether you need to have any additional inoculations. Remember to leave time to fit these in, especially if you need a course of injections. We would also recommend stocking up on supplies of prescription medication for a couple of months and a visit to the dentist before you go. Glasses and contact lenses are all available here - bring your prescription.

ONLINE BANKING

If you are leaving the UK for the first time, we recommend that you make sure you have online banking set up with your current bank account and any credit cards you may have. This is the easiest and cheapest way of keeping an eye on any transfers that you might make back to the UK.

MONEY

The cost of living in Shanghai is reasonable and many people manage to have great holidays, eat out and generally live well whilst still saving something each month. However, the first month is very expensive, for a variety of reasons. You will need to survive the first month of socialising, purchasing items for your new home, buying food etc. If you are going to bring cash, you might find it useful to bring some English notes or dollars as they come in handy when you want to exchange money for travelling. Travellers' cheques are not recommended as it is hard to find somewhere to cash them. Credit cards come in very handy, and staff usually find that after the initial expense, they can easily pay off the balance immediately or over the next couple of months. If you bring a UK bank card which has the Visa or Cirrus symbol on it, you should be able to withdraw money from a UK account at a local ATM machine. When you first arrive at your accommodation, you will be given an amount of money out of

your relocation allowance. This should get you through your first few days.

SHIPPING

Make sure that you leave yourself plenty of time to pack up your shipment, and to arrange for it to be transported. If you want to ship your stuff here from the UK, the website below is very helpful and provides links to several shipping companies based in the UK. Check out: www.excessbaggage.co.uk

It is not recommended that you put electrical items in your shipment, as you may be charged tax on them at customs. We would also advise that you arrange for your shipment to arrive a few weeks after you do, as you will not be able to collect it until your residence visa has been arranged by school and you could end up being charged for storage of it.

EXCESS BAGGAGE

If you are not intending to bring a large amount of luggage to Shanghai when you first arrive, it is possible to bring everything that you need with you on the plane and pay excess baggage charges when you check in. Although this is an expensive option, it is the easiest way to get your things over here. Check the prices, and any limits on the amount you can bring, with your airline before you decide whether to choose this method. BA offer a very reasonable option of paying for an extra bag before you fly. Some staff have experienced huge excess baggage charges when flying with Virgin Atlantic! Remember: No single item of luggage which you take on the plane can weigh more than 32kg when flying from UK or US airports. Some airlines only allow 23kg. You should always check with the airline before flying.

VISAS

China requires a visa for entry. This will need to be arranged in advance of your departure from the UK and school should already have contacted you regarding this. School will provide you with a letter of invitation which you will need to take to the Chinese Embassy in person to arrange the visa. (Keep the receipt for the cost of the visa as you will be reimbursed for the amount when you arrive in Shanghai.) You will be provided with a Z type visa which is valid for 1 entry into China. Following a successful medical check (more details later) the visa will change into a full residence visa with permission to work.

TAX

Check the current situation with your tax office. You don't pay tax on your Chinese salary in the UK because you have paid tax in China (which is much less). You will need to check on your liabilities for UK savings, property and other UK income. You may well be due a large refund on tax paid on your salary since last April.




7:00 - 10:00
16:00 - 19:00
↓

AT THE AIRPORT

If you are flying from the UK, it is very likely that you will meet some of your new colleagues on your journey. If you have already been in touch with other new staff prior to your departure you may have arranged to meet up with some of them. If you're lucky, you will already have made some lasting friendships before you even set foot on Chinese soil. Just look around for people who are clutching their own copy of this book.

Depending on your time of arrival, Shanghai airport can seem a bit overwhelming and crowded when you first arrive (it can also be quite quiet!). You will have been given landing cards to complete on the plane and there are a number of channels you need to pass through (such as passport control) before you can claim your baggage.

LANDING CARDS

On the plane, you will be given a set of landing cards; An arrivals form and a customs declaration are required at the moment. The forms are fairly self explanatory. As the address of where you are staying on the arrival form, you could write the school address: , 111 Jinguang Lu, Huacao Town, Shanghai 201107.

If the airline does not hand you a landing card, you can usually pick one up on the counters before passport control. Also make sure you have completed the card before getting to the front of line. The queues at passport control can be very long and you would not want to have to queue again.

You will also be asked to complete a Customs Declaration Card. This should be handed to Customs as you leave the airport with your bags, and NOT to passport control.

BAGGAGE CLAIM & CLEARING CUSTOMS

Once you have cleared passport control you will be able to go to claim your baggage. After claiming your bags, you will then clear customs and hand in the customs declaration form (if this hasn't already happened before customs - it varies at different airports). This is usually pretty quick, but they do randomly stop people to have their baggage scanned. There are occasionally sniffer dogs around too to check for certain products being brought in (particularly meat and dairy products).

MEET AND GREET

After clearing customs, you will arrive at the meet and greet point. All being well, you will be met by an existing member of staff from BISS Puxi. They will have your name on a card, so should be easy to spot. If you do not see anybody, they will be on their way (Shanghai traffic can be very unpredictable). This member of staff will then accompany you to your new apartment.



SURVIVING YOUR FIRST WEEK

Your first week in Shanghai will be extremely busy. You will definitely be visiting the school, meeting the SLT, fixing up a bank account, taking orientation tours of Shanghai, buying the basics for your new home and meeting some of the returning staff. There will be a chance for you to email or phone home, visit some of Shanghai's tourist attractions and enjoy several meals out with members of the SLT and several of our teachers.

Whilst it may seem that the school has planned a lot for this week, experience has taught us that it is best to get it all done before school starts, and times for you to do your own thing are included.

JET LAG

If you are flying from the UK, it is quite possible you could suffer from jet lag. If you have an evening flight and arrive in Shanghai late at night, you should be able to sleep as normal and avoid any major problems. However, if your flight gets you into Shanghai early in the day, you will probably feel incredibly tired when you arrive at your apartment. Our advice to you is no matter how tired you feel, do not sleep! Try to keep yourself busy until at least 6pm. The school will invite you out for drinks on the day you arrive. It is a good idea to accept this invitation. Hopefully you will then have a good night's sleep. In the past, some members of staff have struggled with their sleeping pattern for up to 2 weeks due to jet lag.

EATING OUT

School will invite you out for a number of meals during your first week. Some of the existing teaching staff will probably also inform you of planned evenings out too. You may want to start trying out some of the local restaurants by yourself. Our restaurant guide later in this booklet would give you a good idea of possible places to go.

To avoid an upset stomach, make sure you only drink bottled water and that bottles are sealed before you open them. You may use tap water to brush your teeth and boil vegetables or make pasta.

TAXIS

Taxis are cheap & convenient but the drivers generally speak very little English or none at all! In your welcome pack, you will receive some Chinese cards to help you get to some places you might need in your first week; Carrefour, IKEA, HOME!!! These cards have your destination written in Mandarin that the driver should be able to read. Don't worry, once you get settled in you will soon develop your confidence with taxi language and you'll be able to get yourself from A—B without the cards. All taxis have meters, so there is no hassle with agreeing a cost! We would not advise that you get in a car that is NOT an obvious taxi until you know Shanghai and the prices that certain destinations cost. Taxis are all clearly marked with a Taxi sign.

MEDICAL EXAMINATIONS

Every new member of staff has to undergo a full Medical Examination! These can be quite a daunting experience but we can assure you it is nothing to get too worried about. The medical will be arranged by school. It is actually quite a slick procedure which involves you visiting a number of 'stations' to have various aspects of your health checked, including weight, height, chest x-rays, a liver ultra sound, eye test, blood tests etc.

A week after the medical you will receive a full health report. Do not be alarmed if you have a fatty infiltration of your liver, or a low white blood cell count! They seem to be common ailments amongst all our teaching staff! The medical is a government requirement (the school do not put you through this for fun). Once you have your

report back, you will then be granted a residency visa with permission to work.

The medical is a one off, you do not have to repeat it each year!

SCHOOL

You will have opportunities to visit the school. This first week will be about getting to know each other, the SLT and setting up some basic things, including your bank accounts. You will also have a survival Mandarin lesson. This is very useful for teaching you some basic skills on pronunciation and for giving you some useful Mandarin phrases for shopping, taxis, ordering food etc. You will not need to worry about setting up classrooms or planning, there are plenty of opportunities for this built into the inset week when all staff start work.

OUTINGS

The members of SLT will have put together a week of activities to help you settle in. Not all of the things that they plan will be compulsory and you will receive a timetable of your first week which clearly states the things you are expected to attend and those that are optional. Some example of trips out that have been provided in the past are: Trips to IKEA to buy a few necessities for your accommodation. A trip to Carrefour to stock up on food and purchase mobile SIM cards. A visit to Yu Gardens in the Old City to appreciate one of the great tourist attractions of Shanghai. A visit to a local water town. A trip down Hong Mei Lu to experience a Shanghai happy hour. Staff this year are already busy making suggestions of other things to do this year and it is hoped you will have the opportunity to attend a Champagne brunch, test your bargaining skills at the local markets and maybe even get some clothes made to measure at the fabric market.



LIVING IN SHANGHAI

ACCOMMODATION

The most exciting part! All new staff are usually placed in the Qinshan Lu area in Longbai. After one year you may wish to move to town or find your own accommodation elsewhere. Families are usually given the opportunity to live closer to school. There are a couple of compounds where you may be housed. Housing does vary to an extent, however our HR staff does try to get everyone a good, modern apartment. Most people love their apartments and really make them home in a short time.

When you arrive, (after having drunk your complimentary bottle of wine and settled your nerves) check the inventory to make sure it is correct. A member of HR or SLT will go through this with both you and the landlord present.

Have a couple of keys cut and leave them with a friend in case of emergency or lock out. You can get this done at the market at the back of the compound or at Carrefour.

For Primary staff, Lily is your first point of contact with any housing issues. Her phone number is 13661535921. Email: l-xu@bisspuxi.com. The secondary staff can contact Eileen Zhang. Her phone number is 139 1700 2539. Email: ei-zhang@bisspuxi.com. Lily and Eileen will be extremely busy during the first few weeks of term, so where possible email any concerns you have and save the phone calls for those small emergencies like power cuts and water problems.

TV

Most TVs will only have Chinese channels. Lily or Eileen can arrange satellite installation at a cost of approximately 3000RMB for the first year and 2200RMB for the following year. Ask a member of staff for more details about the satellite package on offer.

DVD

You will no doubt head off to the DVD shop (if you don't have a DVD player, they can be purchased at Carrefour) for some boxed series of TV dramas and movies. These cost approx 8-9RMB per DVD in the box. Ask for DVD 9 as they are the highest quality. You will generally get a 10% discount on the total. Recommendations: DVD shop on Hong Song Lu (KFC street), Fox Movies, 3727 Hong Mei Lu and Hollywood DVD at Jing'an Temple (opposite the Paramount, downstairs). You can also buy many DVDs from roadside stalls for a cost of 5RMB each but these tend not to be very good quality. There are a limited selection of modern-ish CDs also available at DVD shops. The best for this are Hollywood DVD at Jing'an Temple, Fox Movies, 3727 Hong Mei Lu and the CD shop at Shanghai Theatre.

COMPUTERS/INTERNET

You might be planning to bring your own laptop computer with you. Named brand Laptops and desktop computers can be bought here for a similar price to the UK. You can buy Chinese versions cheaper, but do check that they have English language options on them first! Software and accessories can be bought very cheaply at Cyber Mart (located downtown) or through a computer shop near the school (many staff can help with this). In addition, Shanghai now has two Apple Shops for those who want a new Macbook or iPad.

Lily or Eileen can arrange a reasonably fast Internet connection at a cost of 300RMB for installation and approximately 130RMB per month for unlimited use.

LANDLINE

Most apartments will already have the phone connected. Cost is about 30RMB per month. Your number should be on your lease/

inventory list. If not call your mobile from it to get the number. See more information in the communication section to get better value for money with your phone calls.

ELECTRICITY/GAS & PAYING BILLS

Electricity current in Shanghai is the same as the UK (240V). Plug sockets here accept the standard continental European round two-pronged plug or American flat two pin (both fit the same socket). You may want to bring an adaptor with you to use in the first week, but it is possible to buy a range of adaptors in Carrefour or Ikea. In fact the adaptor available from Ikea allows three different plugs and just about every type of plug you could imagine, including the British style three pin.

You can pay your bills at any Lawsons, Family Mart or 7-11 convenience store (unless the bill is overdue). Overdue phone bills will need to be settled at the appropriate office (ask staff for help if you are late paying a bill). Some people leave bills out with the correct money for their Ayi to pay.

CLEANING/AYI

Keeping flats clean in Shanghai is hard work and most people employ an ayi (home help) to come in once or twice a week for cleaning, ironing, washing and in some cases cooking! Lily or Eileen can organise this for you at a cost of 15-20RMB per hour (minimum 4 hours per week).

FOOD DELIVERY

WARNING

Sherpa's and Mealbay can become rather addictive. Hopefully, you will find a Sherpa's delivery menu in your apartment. This is a fantastic service which is very easy to use and extremely convenient, particularly if you're struggling to face the idea of cooking.



The first step you need to take is registering your name & address with the company. This is very straightforward and they speak good English. It is most likely that they will be familiar with Qingshan Road, as they already deliver many meals to this compound. If they ask you where the road is near, you can say Hongsong Road. Once you have registered, each time you phone they will already know your delivery address. You can choose from a wide range of restaurants and all the menus are printed in the book (or you can look online if you lose the book!). The company then order your meal from your chosen restaurant and deliver it to you within 45 mins (longer at peak times).

www.sherpa.com.cn
www.mealbay.net

LIVING IN LONGBAI

Most single new staff will live on Qingshan Lu—a lively neighbourhood with a Korean influence. As well as a very large number of Korean Hot Pot and BBQ restaurants, there are plenty of other things in the area for your convenience. These include a dry cleaners, convenience stores, a local Chinese supermarket, a pharmacy, DVD shops, barbers/hairdressers, banks with ATM machines, massage centres and a café/bakery. These things are all right on your doorstep. A 10 minute walk away from Qingshan Lu is the Hong Qiao flower market, a great place to get all your household plants, goldfish and much more. You could spend a whole afternoon looking at the unusual plants and Bonsai trees. Near the flower market, along the end of Hongsong Road is a new complex of shops, a cinema and Starbucks.

A short taxi ride away is Hong Mei Lu. Here you can find a supermarket called City Shop which specialises in imported food. There are also more coffee shops such as a Starbucks and a Costa Coffee on this road

and a lively pedestrian street with a number of bars and restaurants (you can read more details in the Entertainment section).

Along with the Shanghai EXPO came the long awaited metro line 10 out to the Longbai area. Just minutes away from the Qingshan Road apartments and you will find the Longbai Xincun station. Currently the first train leaves Longbai into town at 5:35am with trains coming back from places such as Xintiandi and South Shaanxi Road up until about 10:30pm. A typical journey into the heart of Shanghai takes about 25-35 minutes and costs 4RMB.

LIVING IN JIA HUA

New families are usually placed in a compound closer to school. Last year families were placed in a compound called Jia Hua which families consider a very nice place to live. There are 95, three storey houses (some have a 4th floor loft). The compound is quiet and safe as well as being close to our campus. Recently it was described as a tree lined compound, blooming in magnolia and blossom in the spring. The bus journey in the morning is approximately 10 - 12 minutes. This is very appealing when the end of term is approaching and you know that you will not be in a bus for (sometimes) up to one hour on the way home.

Jia Hua is a reasonably short taxi ride away from an area called Sheshan where there is a lovely sculpture park built around a lake, ideal for family days outs and quiet walks. In Sheshan there is also a popular Meridien hotel with an indoor and outdoor swimming pool. They do an excellent family Sunday brunch here and families attending can make free use of the swimming pools for the day (see more details in the Champagne brunches section). Current members of staff have commented on how their

secondary children have become incredibly independent here and have many friends living in areas close by. Both close to school and Jia Hua is the Shanghai Racquet club and Forest Manor where many children from BISS live, so your children are only a short taxi ride away from many of their friend's homes too.

There are plenty of restaurants and clothes shops in Xu Jing Town close by, but they serve predominantly local people. The nearest banks are also in this area. A 5 minute taxi ride away on Hu Qing Ping highway, there is a new mega-mall with a Carrefour, Decathlon and B&Q which has been a very popular recent addition to the area. There are several local and western restaurants there including, KFC, Pizza Hut, a Teppanyaki (Japanese) restaurant, a couple of Sushi Stations and local Chinese fast food restaurants. There is also a dry cleaners and hairdressers.

Just 15 mins further from town (on the way to Sheshan) is an Outlet Mall. This is a massive place for furniture and clothes including proper beds, designer clothes, shoes (for the larger foot!) and all apparently at factory prices. It is dearer than some places, but certainly very convenient.

Other recommendations near Jia Hua include:

THE GREEN DOOR

A good quality and economical Chinese restaurant

CAFE NAR

Mediterranean food with a lovely terrace.

PINOCHIO'S PIZZA BAR

A great for families. They have a terrace in the summer and fondus in winter.

Hint: an electric scooter is recommended for most people in Jia Hua.



LIVING DOWNTOWN

From the perspective of a downtown resident.



After I'd been at BISS for a year, I opted to move into town - the reason being that I wanted to experience the high rise buildings, the bright lights and I wanted to be able to go home one day and tell people that I lived right in the heart of Shanghai. There are many pros and cons to living down town: I'm fortunate enough to live on the 30th floor of a modern tower block. I look out of my window and I have the city before me. I can see lots of the 'famous' buildings and landscapes from my window and at night the whole city lights up. I can walk to the main shopping areas of Shanghai, like Nanjing Road without getting a taxi and also a lot of bars and restaurants. For those that are a little further away, I literally need to pay 15RMB and take a 5 minute taxi ride. I love that on a weekend I get up and have a choice of places I can go for breakfast, all of which are less than a 15 minute walk. I am also able to access the subway, which again is a 5 minute walk away and this then links me to many other places in Shanghai. The centre of town is also a haven for many other expats and so it is a great opportunity to meet new people in a similar situation to you, but whom you don't work with.



The centre of town however, is a long way from school. There are two buses, one that leaves from People Square and another from Zhongshan Park each morning and so it is convenient if you can find an apartment that is nearby. On a good day, the journey to and from school can take approximately 30 minutes, however, it has been known to take up to 2 hours on a particularly bad day. This

is something that you should be prepared for if you move down town. As I'm an early bird, I choose to get a taxi into school which is a lot quicker but obviously adds up in cost on a day to day basis. As the school does provide a bus for transport, if you choose to get a taxi, this is something you pay for yourself.

If you decide to move into town, you also need to be prepared to organise your own accommodation, Aji, satellite TV and also solve any problems that may occur once you are living in your accommodation. Whilst living in school accommodation, the school will support you with any housing issues such as plumbing or electricians but you must be prepared to take this on yourself if you move out of school organised accommodation. This is not always easy when living in China. I have been extremely fortunate as I have a very good landlord, but I have also heard some horror stories. It should also be noted that living down town can be more expensive than living on the outskirts of the city so you need to be prepared to make a personal contribution to your monthly rent if this exceeds the allowance provided.

It is also your responsibility to report to the local police station according to Chinese law. All expats and visitors need to do this within 36 hours of entering the country. Again school deals with this if you live in organised accommodation, but if you move down town, you must organise this yourself.

From the perspective of a second downtown resident.



Depending on where you live down town it can also be noisy at night. I live quite close to major roads and the traffic can be heard even on the 30th floor.

Chinese workmen often decide to dig up roads in the middle of the night so as not to inconvenience the traffic during the day. However, this does inconvenience your sleep, as again a pneumatic drill can often be heard at 2am on the 30th floor. Despite these cons, I personally feel that the pros outweigh them. I have lived downtown for 2 years and I will continue to do so. I am now familiar with the problems that can occur and by living down town I have chosen to accept them. My advice to anyone considering living downtown would be to think seriously about whether you are prepared in particular, for the likely long journey to and from school each day, as this can add to your working week. If this is something you can handle then the experience of living in a bustling and vibrant city is one you'll never forget.





CLIMATE

Shanghai is a city which has very mixed weather conditions. Winter is cold, grey and dismal and summer can be very hot and humid! There are however some very pleasant months in between! March to mid May is when the flowers are in blossom and the city is warming up with temperatures in the twenties. Late September to mid November are also nice months which are generally dry and warm. The winter months of December to February are dismal, grey and can be very cold, temperatures can dip below freezing! The months of June, July and August are generally very hot and also quite humid. The summer months are also the wettest.

WHAT TO WEAR

Anything goes as far as fashion is concerned. The Shanghainese are famous for wearing pyjamas whilst out shopping etc. In summer it is very hot so be sure to bring T-shirts, shorts, loose clothes etc. The winter months can be very cold and you need to wear a coat or jacket and boots! Bring shoes and underwear unless you are of a petite asian build. However, there are now various branches of H&M, Zara, Gap and other famous brand names in Shanghai, not forgetting Marks and Spencer on West Nanjing Road.

At work, dress should be smart. Men are expected to wear a shirt and tie and women tailored trousers or skirts and blouses.

MONEY

The Chinese currency is known as Renminbi (RMB). The basic unit is the yuan (Y), known in spoken Chinese as kuai. One yuan is divided into jiao. Paper notes are issued in denominations of 1,2,5,10,20,50 and 100 yuan; and 1,2 and 5 jiao. Coins appear in denominations of 1 yuan and 1,2 and 5 jiao.

CREDIT CARDS

Credit cards are accepted in hotels and larger shops.

BANKING

The school will help to set up your bank account. Our admin staff are fantastic and can help out here.

The school pays your wages into Standard Chartered bank. To transfer money to the UK or elsewhere you need to open (with Standard Chartered) a foreign account and then transfer wages firstly to the foreign account and then overseas. Our HR department will assist you with this.

You will receive an ATM card from SCB which means you can withdraw straight from your account using most ATMs in China and even some overseas banks (mostly in Asia where you see the Union Pay sign). It is also possible to use UK cards that have visa on them.

It sounds difficult and there can be some problems but most can be sorted fairly easily, or certainly with help from school. School will begin the arrangements to set up bank accounts in your induction week.

TRANSPORT

TAXIS

Taxis are probably the most convenient way of travelling around Shanghai. You will already have read the taxi section earlier in the book, so we won't repeat ourselves here. The only thing we will add is that it is a common joke in Shanghai that taxis dissolve in the rain. Do not take this too lightly because when you are stuck in a downpour on the side of the street you start to get the feeling this phrase is not really a joke. The starting tariff is currently 12RMB.

METRO

The metro in Shanghai is a way to see many parts of Shanghai. It is a very cheap and efficient service and can be a great way of getting you across the city without getting stuck in the very busy Shanghai traffic. With new metro stations having been opened for the Expo, coverage in the city is extensive.

BUSES

While buses are not so straightforward, some members of staff do like to travel from A to B by bus. Bus journeys are incredibly cheap, but do expect to be crammed in and you would need to learn the bus numbers and routes before attempting this challenge. It might be a good idea to speak to an existing member of staff, particularly one of our Chinese staff if you'd like to explore this method of transport.

TRAINS

China offers a fantastic train service. You can travel to many destinations within China by train comfortably and at a very reasonable cost. Since the introduction of the new bullet trains, you can go off for some great days out to destinations including Hangzhou, Suzhou and it's surrounding water towns. A typical train journey to one of these destinations costs around 50RMB and takes around an hour. You can buy your train



tickets at a small ticket shop on Qingshan Road, School can provide support for those staff not living in Longbai. They do not speak much English there so it is a good idea to get a member of staff who speaks Mandarin to write down the details of where and when you want to travel, how many tickets you need etc. and take it to the shop. Shanghai has three main train stations, Shanghai Station, Shanghai South Station and Shanghai Hong Qiao Station (this also links with the Hong Qiao Airport). Make sure you check which station your train will be leaving from before you travel, as the stations are quite far apart from each other.

As well as day trips, you can travel all over China on the train. Hong Kong, Beijing, Xian and even Tibet. You could even join the Trans Siberian. Of course these are long journeys e.g. Hong Kong is a 24 hour train ride away but if you have the time it is something which a few members of staff recommend doing.

The following are some tips that might help to ease the transition. Good luck to you and the kids and we look forward to welcoming you to Shanghai.

BEFORE YOU LEAVE

Research Shanghai on the internet. There are lots of sites detailing things you can do and places to visit. Plan your first month to include a visit to some of the places you and the kids are interested in.

Take photos to compile an album of things that are precious to your child that they will have to leave behind ie; the dog, grandma, school friends. It may help them to feel not so isolated. Don't pack all of your child's belongings in your shipping, it could take a long time to get to you. Allow them to bring two or three small, 'can't live without' things.

Take your child shopping to buy some snacks and favourite non perishable foods that may not be available here (or very expensive if they are). Having a few favourite things may help in the first few weeks.

WHEN YOU ARRIVE

Get to know your compound and local area. There are lots of interesting places to discover around every neighbourhood.

Encourage your child to keep a diary and record their thoughts in the first month. It is surprising how attitudes have changed when you look back six months later.

Buy some postcards and write to family and friends back home.

THE FIRST FEW MONTHS

When school commences try to get to know your child's friends and their parents. Invite children over for a 'play date' (very popular past time here).

Encourage your child to earn some pocket money, they could help out with the unpacking, then take them shopping. They might like to buy things to make them feel more at home.

Plan some weekend getaways. There are lots of interesting places within easy reach of Shanghai. Train and bus travel is exciting, interesting and cheap.



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CHURCH

PLACES OF WORSHIP

There are a number of churches across Shanghai. Here are just a few that have been passed on by members of staff:

SHANGHAI COMMUNITY CHURCH

53 Hengshan Lu. Protestant, interdenominational. This church is filled to standing room, so go early! Sunday 2pm & 4pm.

A new international church (sister church to Community Church above). Use email address below for more details and times of services.

ABUNDANT GRACE CHURCH

455 Hongfeng Lu, Jinqiao, Pudong.
AbundantGracePudong-subscribe@
yahogroups.com

JESUS SACRED HEART CATHOLIC CHURCH

151 Hongfeng Lu, Jinqiao, Pudong, Sunday 10:30am.

ST PETER'S CATHOLIC CHURCH

270 Chongqing Nan Lu, children's classes offered for First Communion and Confirmation. Saturday 5pm, Sunday 10:30am & 12.30pm.

HEALTH

All members of staff are provided with international medical cover. While it does cover most visits to the hospital, be sure to check the information pack thoroughly for what is not covered. Some members of staff in the past have been surprised with unexpected (and at times rather large) bills on their next visit to the hospital. If you are unsure if a type of treatment will be covered, ask the doctor what diagnosis they will be writing on your medical report. If you know that you need a particular treatment, you should also contact the insurer and get pre-authorisation.

A visit to a GP via a Medical Centre such as Parkway is usually covered through the "direct pay" system and you should take your insurer's medical card to ensure you don't have to pay up front. You can also visit the ER to see a doctor. Not all prescriptions are covered, so you may need to pay for these yourself. Check with the doctor if they are prescribing you with over the counter medicines. It is much cheaper to buy these yourself from a local pharmacy.

Shanghai United Family Hospitals (SHU) is the hospital used by most members of staff. There is a clinic at the Shanghai Racquet Club which is very close to school but while this is very convenient, you often get charged for consultations here. There is another SHU Hospital closer to Longbai near the Brilliance West Shopping Mall. It is an excellent hospital with a very efficient ER department where all doctors speak good English. Most of them come from the UK or the US. You get treated very quickly here and often receive tests and treatments you would wait months to get in the UK! Most diagnostic tests are covered by the insurer and the hospital will check with them directly if they are unsure, particularly when the tests are expensive i.e. CT scans. At SHU you can use direct billing with the insurer (excluding maternity). A number of staff have given

birth to babies at this hospital and while the total cost is not covered by the insurer and can prove a little on the expensive side, they have been delighted with the service of care they received throughout the pregnancy.



SHOPPING

More and more recognisable brands and goods are to be found in Shanghai all the time. There is a variety of supermarkets that sell imported items. One of the largest is Carrefour - and there are a number of branches throughout the city. The best known one is in Gubei, and as well as having a pharmacy with English speaking staff, it also has a big range of household and electronic goods. There is another Carrefour and a Tesco in Qibao (though they are at different shopping malls). On Hong Mei Road, there is City Shop, which although rather expensive, has a huge range of familiar products and sells well priced organic fruit and veg. City Shop has branches throughout the City, including one quite near to school. They will also deliver any orders over 100 RMB. There is also a Pines supermarket close to school, which also offers a large range of imported goods.

The most recent and exciting addition to Shanghai for existing staff has been Marks & Spencer! They have a small food section which sells very reasonably priced M&S goodies! The range of food on offer does not compare to the UK, but it is a small blessing for those of us that miss frozen fish pies, Yorkshire puddings, Percy pig sweets and dilute juices to name just a few. The wine section here is good and you can buy a decent bottle of wine much cheaper than in any of the other supermarkets. There is a large clothing department and clothes are fairly reasonably priced for a familiar brand with a good range of sizes.

One of the largest shopping centres in Shanghai is in Pudong, but can be easily reached by the Metro. Superbrand Mall has a Next, French Connection, Esprit, H&M and Toys 'R' Us to name but a few. Brilliance West is another good Shopping Centre. It has a big sports department store - Decathlon and plenty of other well known brands. It has lots of restaurants, things for kids to do, and a cinema.

City Plaza at Jing'an temple has a big children's department and there is a maze of small shops selling a range of things, from toys to clothes, shoes and accessories. It also has a large range of high end designer shops. For more downtown designer shopping, head to Plaza 66, Times Square or Parksons on Huaihai Road. Most of the shopping centres have similar brand names in them, and opening hours vary. For small independent stores try the French Concession. Most open at 10am and close around 10pm.

IKEA, near the Shanghai stadium is a good place for reasonable quality household goods and furniture from a recognisable brand.

Local shops open and close at random, but don't expect to go out early on a Sunday morning and pick up a DVD! Most of the local shops open late, but close late too!

Other places of shopping interest would be the 'named brand' markets (speak to a member of staff for more details on these). Among the most popular are Pearl City on Hong Mei Road, Next to the metro station at the Science and Technology Museum (line 2) and the fake market on West Nanjing Road. Remember never to accept the first price, and if you know what you want to buy, ask existing staff for a reasonable price to pay. If you have the opportunity to go to these markets for the first time with an existing member of staff you would get a good idea of how the bargaining works. Always bargain down to at LEAST half of what they originally ask for!

Also worth a mention is the glasses market at the North Shanghai Railway Station, where you can get cheap prescription glasses and sunglasses; Taikang Rd for unusual gifts and cute cafes, and the Fabric market on Lujiabang Rd, where you can have clothes made to measure at a very good price.

HAIRDRESSING AND BEAUTY

HAIR

There are loads of local or Korean salons on every street in Shanghai. They are generally good for men's cuts or blow drying women's hair and putting it up. Most Western women avoid these salons if they are getting their hair coloured, highlighted or having a re-style. There are a couple of branches of Toni and Guy in the city which a lot of staff use. Good quality hair styling but pricey. There is also a branch of Vidal Sassoon. A new hairdresser has opened up near to school. Dennis is western trained and a lot of the new teachers use him. Ask any member of staff where they go and they will be happy to supply the information.

TONI AND GUY

Shanghai Centre - 6279 88062. Times Square—5351 3606

VIDAL SASSOON

Xintiandi - 6311 2151

DENNIS

Near to school - 13564980607

BEAUTY

There are lots of spas where both men and women can partake in a massage. Just be careful of some of the ones with barbers poles outside as they might supply more than massages! A very popular place with ex pats is Dragonfly. This is a chain of spas. They have a good ambience and supply a wide range of massages from Hangover Help to Jet Lag Therapy. They also offer a good nail service as well as a comprehensive waxing list. Another good nail bar is Vivian's which is used by staff and located on Hongmei Lu.

DRAGONFLY

Villa 5, 3911 Hongmei Lu—62424328 (one nearest to staff accommodation)

BEAUTY PRODUCTS

The best place to go for a wide range of cosmetics is Sephora, which has branches at Carrefour and Brilliance West Mall (both only a ten minute taxi ride from staff accommodation). Sephora stocks most brand names from Clinique to Benefit.

Toiletries such as shampoo and conditioner can be purchased readily from supermarkets or Watsons (the Chinese equivalent of Boots although not quite as good), but have limited selection, so if you like a particular brand of deodorant, shampoo or styling spray, you may wish to pack a couple in your suitcase.



SPORTS

SPORTS FACILITIES

Shanghai is blessed with a huge number of stadiums that are open to the public for recreation and games and many can be hired for blocks of time. Do not expect staff to be able to speak English, so learning a few key phrases in Mandarin can get you a long way. Toilets at these venues are invariably terrible so take some tissues and or baby wipes with you.

If you are interested in running on a 400m track be aware that many stadiums only allow this in the morning. However, you will see locals running on them at all hours.

Many staff members play sports or participate in martial arts in their spare time, so if you don't see what you want here just ask around. Shanghai City Weekend website is a great resource for searching out clubs and teams.

SHANGHAI STADIUMS

LUWAN STADIUM

128 Zhaojiabang Road, by Ruijin Er Road, 400m track, artificial football pitch (2x7 aside / 1 x full pitch), Martial arts studio, dance studio and outdoor basketball courts. Luwan is a central district so expect a 45 RMB taxi ride from Qingsan Road.

Key info - This Stadium has floodlights but they are only turned on when the football field has been hired. Winter and Summer 7-aside football tournaments are held here on Monday nights from January.

EAST CHINA NORMAL UNIVERSITY

Huang Shifan Daxue, Zhong Shan Bei Lu, 400m track, artificial football pitch (2x7 aside / 1 x full pitch), outdoor basketball courts. Located on a main highway to the City centre. Expect a 60RMB taxi ride from school and a 20RMB ride to Qingsan Road.

Key info - East China Normal is a large and popular University that boasts both the Mayor of Shanghai and 110m hurdles world record holder, Liu Xiang, as alumni. The stadium is set in the middle of its very attractive Putuo campus. The football pitches are used heavily by students (both local and international) and they often spill onto the track as there are no fences or barriers. When running here be prepared to dodge balls and have people walk across you. There is no after dark lighting here.

MINHANG HOCKEY STADIUM

Xin Dong Road, Xin Bei Road, 400m track, artificial hockey pitch, archery, long/triple jump, throwing nets located in the same district as Qingsan Road and school. Expect a 20RMB taxi ride from Qingsan and a 70RMB taxi from school.

Key info - Open from 5am, these high quality facilities are attached to a sports school situated on the opposite side of the road. Running is allowed at any time but the hockey pitch is reserved for professional teams for large portions of the day. Expect it to be busy on weekdays from 4-6. Shanghai Expat hockey club play here on Saturday evenings.

JING'AN STADIUM

Nanyang Lu, Tongren Lu, 400m track, artificial football pitch. Located in central Shanghai expect a 35RMB taxi ride from Qingsan Road or take the metro line 2 to Jing'an temple and walk (5-10 minutes)

Key info - Due to its central location this is a very popular and busy facility. Shanghai Ultimate Frisbee play for 2 hours on Monday nights and several football teams train here.

HONGKOU STADIUM

Dong tiyuhui Road, not open to the public. Located in central Shanghai and best reached using the metro.

Key info - Come here to watch Shanghai Shenhua FC! Jia you! Jia you!

GYM

There are literally hundreds of gyms in Shanghai. The gym you may choose to use will depend on how much you would like to pay. Here are just a few local gyms:

STAR GYM

Located on the Qingshan Road compound it is number one for convenience and price with membership that will cost you 1500 RMB for a year. This is a very small and not so well kept gym with aging equipment but it does have (a very busy) roof top pool which is open during the summer months.

HIGH POINT

High Point is located a 10 minute walk from Qingsan Road on Hongsong Road and is a winner when it comes to value for money. Costing 3000RMB per year it is much bigger than the Star Gym with newer equipment and a sauna.

MARRIOTT HONGQIAO

Some members of staff use the gym at the Marriott hotel. This is a small gym but boasts new equipment, a leisure pool, a sauna and use of the tennis courts. Membership deals can be arranged for couples (or staff pretending to be couples if you want to save money!), but you will need to speak to an existing member of staff to get more details.

THE RAQUET CLUB

Located next to the school, it has fantastic facilities including 6 indoor tennis courts, 6 outdoor courts, a 25m pool, all-weather football pitch, gym and lots more. And for a mere 80,000RMB for 2 years, who can resist?

There is always plenty to do in Shanghai to keep the social butterflies happy! Various free monthly publications are available, so look

ENTERTAINMENT

out for Time Out, That's Shanghai, Enjoy Shanghai, Talk, etc. These list all the events going on that month from art exhibitions to eat and drink all you can brunches!

The fortnightly magazine 'City Weekend' also lists what is hot and happening in the city! Keep an eye on these publications to plan and maximise your free time! Many staff in the school also organise events and often send out an email to find out who wants tickets for certain shows, concerts etc..

Some good websites to also check out are:
www.smartshanghai.com
www.cityweekend.com.cn/shanghai
<http://sh.asia-city.com/>
<http://shanghaiist.com/>

ART GALLERIES

Listings for exhibitions at galleries can be found in the magazines mentioned above. For up to date information check out www.culture.sh.cn which has the latest openings and exhibitions. Some notable galleries are 50 Moganshan Road, Shanghai Art Museum and Shanghai Gallery of Art. Art buffs recommend 50 Moganshan Road as it is a warren of art galleries, cafes, shops and design studios, with views of vessels chugging along the river.

THEATRES

Events are published in the English expat publications. There are several notable theatres.

SHANGHAI GRAND THEATRE

The newest and most impressive theatre in Shanghai. Recent events showing here have included the Philharmonic Orchestra, The Royal Ballet Company, and the West End production of The Lion King.

LYCEUM THEATRE

The recently renovated brick Lyceum dates

back to 1867. The theatre stages a variety of performances, including acrobatics, magic shows, ballet and Chinese opera.

SHANGHAI CENTRE THEATRE

The city's most popular joint popping acrobatic display takes place here nightly, performed by the famous Shanghai Acrobatics Theatre.

SHANGHAI CIRCUS WORLD

Regular performances from the Shanghai Acrobatic Troupe, animal shows and spectacular performances.

SHANGHAI DRAMATIC ARTS CENTRE

This theatre stages a range of local and international drama and opera performances.

CINEMAS

Most people do not bother going to the cinema in Shanghai as you can usually get DVDs of current movies from street vendors and shops. If you do fancy a trip to the cinema the main ones are the UME International Cineplex located in Xintiandi, Peace Cinema in Renmin Square which has an IMAX screen and Paradise Cinema City in the Grand Gateway Mall. There is also a cinema in the shopping mall on Hongsong Road near the Qingshan Road apartments.

BARS

Take your pick! Shanghai has an abundance of bars and again they are all listed in the local publications. There are however so many to choose from it would be impossible to list them all here. To give you a taster of what is on offer some of the staff have mentioned their favourite places:

TOP 5 PLACES ON HONG MEI ROAD

BLUE FROG

This is a chain of pubs. Serves reasonable food and a good selection of drinks. It has a happy hour from 5 to 8pm. Usually busy on a Friday with people in need of a drink to unwind after a busy week! A family friendly bar.

LAS TAPAS

Serves a great selection of tapas, wines and tasty sangria. It also has a happy hour from 5 to 8pm.

NANCYS BAR

Serves well priced drinks and has a couple of pool tables.

BIG BAMBOO

A large sports bar televising most major sporting events. Sells cheap food, has pool tables and also has a happy hour between 5 and 8pm.

MEXICO LINDO

Serves great food, has good cocktails and a couple of dart boards.

TOP 5 FOR FAMILIES (CLOSER TO JIA HUA COMPOUND)

GREEN DOOR CHINESE RESTAURANT

English menu and the Chinese food is a little bit westernised so you don't have to be adventurous if you don't want to, very cheap!

RENDEZVOUS DINER

Huge breakfasts and very well priced beer, spirits and wine.

THE MONK

Family friendly earlier in the evening with live bands or karaoke and regular happy

全出口
EXIT



hours (1/2 price) for teachers. They also serve a good selection of pub-type meals. This is a well visited watering hole that is only about a 10 minute walk from the Primary campus and is fantastic at the end of term or any Friday afternoon.

WAGAS BISTRO

Popular Shanghai chain restaurant (with a small children's area) that serves a wide selection of all types of food and wine. Reasonable prices.

PINOCCHIO'S

A family friendly restaurant with great staff serving high quality food and drink at moderate prices.

The selection below can be found in the French Concession & Downtown.

TOP 5 HAPPY HOURS

THE SPOT

A busy bar located on Tongren Lu. It shows international sports and serves good food. On weekdays from 2 to 8pm or Saturdays from 5 to 8pm all standard drinks are from 25RMB and there is 30 per cent off all food.

BARBAROSSA

A trendy Moroccan style bar located in Peoples Park. Half price cocktails and other drinks between 5 and 8pm.

COTTONS

A friendly place in the heart of the former French Concession. There is a warm cosy fire in winter and an outdoor area to relax in the summer. Buy one get one free on all house pours between 5 and 8pm.

KABB

A reasonably well priced after work bar, located in Xintiandi. It also has an outdoor seating area. Half price drinks between 5 and 8pm, Monday to Friday.

SASHA'S

A grand old villa offering good service and a great atmosphere. Happy hour runs all week from 5 to 7pm. All standard drinks, Guinness and some good wines are half price!

TOP 5 MUSIC BARS/ CLUBS/LATE NIGHT VENUES

YUYINTANG

Local and not so local bands play a mixture of music here every week.

GLAMOUR BAR

A place to dress to impress. Great location on the bund with stunning views. Drinks are expensive.

CLUB JZ

The best place for jazz in Shanghai.

ZAPATAS

A place to go to drink until you drop! It is open until 5am and has an outdoor seating area. Do not go there until the end of your evening!

COTTON CLUB

The longest running jazz venue in Shanghai. For sporting events, many staff enjoy The Camel bar in the French Concession. There is a huge range of food and restaurants in Shanghai and every type of cuisine and budget is catered for. You can eat cheaply at the street markets or go for a splurge at any of the up market restaurants downtown. Sunday Champagne Brunches are an institution in Shanghai and more recently can be taken advantage of on a Saturday! There are several free comprehensive listing magazines in Shanghai. One final word of warning for vegetarians. Check the contents of Chinese food carefully when ordering; vegetable courses may well include fish stock or even a sprinkling of meat.

Since there is such a huge selection and number of quality restaurants in Shanghai here is a small selection based on favourites. They are grouped according to their location.

HONGMEI LU

Very popular entertainment pedestrian street about 10 minutes in a taxi from the staff accommodation. It is very popular with families and every restaurant has outdoor seating.

BLUE FROG

Very popular - play area for kids. Great burgers, pasta & fajitas.

LAS TAPAS

Superb tapas. Great atmosphere and very reasonably priced.

MEXICO LINDO

Excellent Mexican. Very reasonably priced. Just moved to great new location.

SIMPLY THAI

Consistently good Thai. Reasonably priced. Branches in Xintiandi & French Concession.

FAITH'S DINER

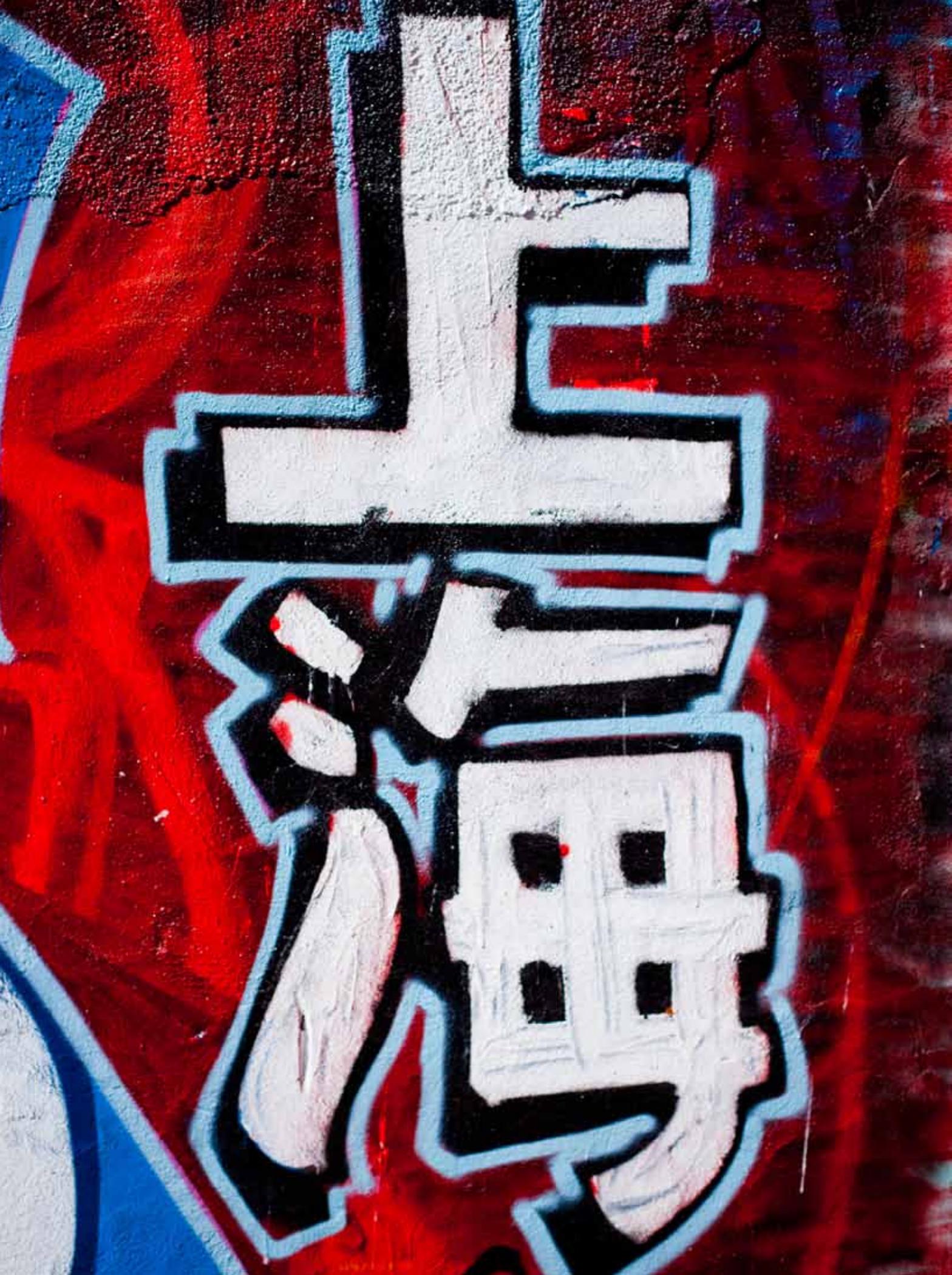
Great American diner food - great burgers

THE BUND

This is the old British waterfront downtown. It is filled with spectacular old buildings and the views from them offer equally spectacular views of the Pudong waterfront across the Huang Pu River. Restaurants in this region are amongst the priciest in Shanghai, but well worth the splurge.

M ON THE BUND

Superb restaurant, always packed. Great terrace and views. Excellent value brunch, otherwise expensive. Serves the most incredible pavlova you have ever seen.



JEAN GEORGE

Superb, high end French restaurant. Great weekend brunch deals, otherwise very expensive.

LARIS

Very expensive fine dining.

NEW HEIGHTS

Good selection of food and fusion type dishes. Amazing views of the Bund and across to Pudong - fantastic terrace.

LOST HEAVEN

Yunan, Burmese and Thai style restaurant and amazing bar when the weather is right.

XINTIANDI

This is a very popular area downtown filled with restaurants and bars that all spill out on to the pavements. This is another pedestrianised area that is great to hang out at on a sunny day.

PIZZA EXPRESS

Some of the best pizza in Shanghai - you could be back in the UK.

LOWRY THE PRIME RIB

Serves traditional American prime rib of beef—great Yorkshire Puds.

T8

Very cool restaurant. Fusion. Good lunch & brunch deals, otherwise very expensive.

LUNA

Café type food. Reasonably priced.

KABB

Very similar food to Blue Frog, popular for breakfast and brunch.

THE FRENCH CONCESSION

A large residential area of Shanghai that is filled with tree lined streets that are great to explore. The area is filled with old villas and lane houses. Many great restaurants can be found in this area.

AZUL/VIVA

Great tapas, very cool place, big beds to lie on while you eat.

EL WILLY

Expensive, but lovely Spanish tapas.

LA CREPERIE

French crepes and cider at reasonable prices.

VEDAS

Great Indian, quite upmarket. Moderately priced.

MESA

Fantastic tapas style food. Moderately priced.

DOWNTOWN

Huge area south of the river stretching down to the Bund and across the river to Pudong.

GINTEI TEPPANYAKI

Fantastic all you can eat & drink - sushi, sashimi, tempura, teppanyaki, ice-cream, beer, wine & sake. Very cheap - great deal.

ELEMENT FRESH

Healthy café type food - good breakfasts - very reasonably priced.

KITCHEN SALVATORE

On the Pudong side of the river. Fantastic pizzas and a lovely view!

ISSIMO

Lovely Italian with a great business lunch deal on rare weekdays off!

WAGAS

Great breakfasts & lunches - very reasonably priced.

As previously mentioned, this is obviously only a very small collection of some favourites and they are not listed in any particular order. New places are constantly opening, as are others closing - even some favourites recently. Things in Shanghai are constantly changing and the free listings will keep you abreast of things. The listing magazines are also useful for the Chinese addresses that will ensure a taxi gets you where you want to go. It's always worth picking up a business card as you leave a restaurant, particularly if you want to go back!

Also be bold and try the Chinese food stalls, and the small and large canteen places. There are some great Cantonese, Sichuan, Korean, Thai and Japanese restaurants in some of these places.

CHAMPAGNE BRUNCHES

Nearly every five star hotel in Shanghai has a Sunday Champagne Brunch. However, many restaurants also have non-alcohol brunches and can often be very good deals.

Below are listed the big five. With taxes they cost approximately 500-600RMB. Due to the current exchange rate this feels more expensive than in the past, but still well worth the splurge! They run from 11:30 until around 2:30pm or later and its best to get there from the start!

THE WESTIN

The Westin has been awarded "Best Champagne Brunch in the World" and it's hard not to see why - huge selection of food, open bar and spectacular entertainment.



COMMUNICATION

HYATT ON THE BUND

Fairly recently opened hotel - superb brunch and the first to venture into the Saturday market as well as the Sunday. It is very chilled - no entertainment.

ROYAL MERIDIEN

A fairly impressive brunch with a kid's play area and some entertainment.

THE FOUR SEASONS

A very chilled Jazz Brunch. Although it may appear small in comparison to the Westin it has a great selection of the very best quality food.

LE MERIDIEN SHESHAN

A large brunch with many different food choices. Very family friendly and free use of indoor and outdoor swimming pools for all attending.

THE ENJOY CARD

Enjoy is a fantastic dining card which offers great discounts at a huge range of restaurants and bars throughout Shanghai. The card itself usually offers a 10% discount off your bill, but it also comes with a book crammed with vouchers for great deals including 50% off your bill, free bottles of wine, free desserts etc. The card costs 299RMB for the year, but you easily get your moneys worth within a couple of months. School can get these cards at a slightly reduced rate, but only from January. If you are interested in signing up for one of the cards right away, speak to an existing member of staff. If they recommend you, they can get a free bottle of wine (they might even share it with you!).

POSTAL SERVICES

China post is fairly reliable. If friends and family wish to send you letters or parcels, they should use the school address as somebody will always be there to receive it! If you wish to post letters or parcels back home, post offices are located around the city, including in the basement of Carrefour, and in Xintiandi. The cost of posting letters and parcels is reasonably cheap.

TELEPHONES

Your apartment in Shanghai will have a telephone which can be used to make calls to local landlines and mobiles only.

One of the cheapest and most convenient ways to make international telephone calls is by using an IP card. These can be purchased at a cost of 30RMB for a card that is worth 100RMB. You need to be aware of this, as street sellers will try to charge you 100RMB unless you know the price! The best way to purchase IP cards is at a variety of local places very close to staff accommodation. You will be shown this in your first week if you are living in Longbai. IP cards can be used from a landline or a mobile phone and the call is charged as a local phone call. A call to the UK with a 100RMB card last around 45 minutes. Also worth setting up is a Skype account through the internet.

MOBILES

It is possible to buy mobile phones here; Real models are approximately the same price as phones back home, but bear in mind they are unlocked, so much more expensive than a contract phone in the UK. Some Chinese models attempting to resemble some more well know brands can be bought at an electrical mall for a bargain price.

If you bring a mobile from home it must be unlocked i.e. you can use any network SIM

card in it. You can buy a China mobile SIM card at a low price and the cost of making calls and sending text messages is very reasonable. Although text messages overseas are more expensive and you are charged a small amount for receiving them. Not all UK mobile operators can send texts to China but more recently this has improved and we can now receive texts from Vodaphone, Orange and Virgin networks.

It is possible to register your China mobile to allow international calling, but this is expensive and not many members of staff choose to do this. It is easier and cheaper to use the IP cards.

For staff wishing to use a Smart phone with the internet, it is worthwhile getting a China Mobile SIM card and calling the operator on 10086 to arrange the best deal. You can choose to speak to an English speaking operator. Currently the "26 RMB" monthly package offers 160 local text messages and 50 MB of data. The data package can be upgraded if required. Packages always start on the first of the month. Sending and receiving data without a package is very expensive and you will see your credit dwindle rapidly. Non of these packages require a typical UK style contract, all that is required is that you keep your phone 'topped up' on a regular basis.

USEFUL DIALLING CODES

www.countrycodes.com is a useful website for checking dialling codes

Calling the UK:
00 + 44 + Area Code (-0) + Tel #
Calling the US:
00 + 1 + Area Code + Tel #
Calling Shanghai from UK:
00 + 86 + 21 + Tel #



TRAVEL

BEIJING

Forbidden City, Summer Palace, Tiannamen Square, Great Wall of China.

XIAN

Terracotta Warriors, Muslim Quarter, Drum and Bell Tower, old city walls.

HARBIN

(Winter destination) Snow and ice festival, Russian influence on food and architecture.

YUNNAN PROVINCE

(South - Xiuangbanna) - Minority hill tribes, great trekking, lush forests.
(North-West) - Lijiang, Dali (old town), Zhongdian (Shangri-la) - Tibetan influence, beautiful mountain scenery, ski resort, Tiger Leaping Gorge - great trek, Lake Lugu - Mosu people (minority tribe), beautiful scenery.

TIBET

Lhasa (Potala Palace), amazing mountain scenery, small and more traditional Tibetan villages, trekking (Mount Everest).

XINJIANG PROVINCE

Kashgar - old town, mosques, Altai Mountains (Far North-West of the Province) - frontier of Russia and Kazakstan, great trekking, silks and spices throughout the province. Muslim influence - Uighur people, great food, deserts - camel and horse trekking.

GUILIN

Old town, beautiful scenery, Yangshuo - river trips and amazing karst scenery.

HONG KONG

Victoria Peak, Nathan street (shopping), Night markets, skyline on Hong Kong Island and Kowloon, Boat rides to outer islands - nice beaches, Towns of Stanley and Shek-O (relaxed feel to them, yet easily accessible from Hong Kong).

MACAO

Casinos (the only legal gambling within China), Portugese influence on food and architecture, boat rides to outer islands near Hong Kong.

SICHUAN PROVINCE

Chengdu - Panda rehabilitation centre, Songpan (Northern Sichuan) - old town, horse trekking in the mountains.

QINGDAO

German influence coastal city.

XIAMEN

Colonial island and Hakka roundhouses

YELLOW MOUNTAINS (HUANGSHAN)

Holy peaks and trekking. Stunning scenery.

CHENGDU

Gateway to Sichuan (like Tibet without the permit), Leshan Buddha, pandas, national parks, horse trekking.

THREE GORGES CRUISE

Not the splendour of before the dam but still worth visiting. The pandas and hot pot in Chongqing is also close by.

SHANGHAI WEEKEND AND DAY TRIP DESTINATIONS

NANJING

Museums, pagodas and temples in surrounding hills.

SUZHOU & TONGLI

Interesting water villages only 30 minutes from Shanghai by bullet train.

HANGZHOU

Beautiful lake, hills, pagodas and temples, bike riding. Famous tea growing region. 1

hour train ride from Shanghai

MOGANSHAN

Picturesque hill station. Villas and cabins to rent. 4 hour drive from Shanghai

PUOTOSHAN ISLAND

Nice island with no cars, clean beaches, lot's of Budhist temples, peace and quiet.

SHESHAN

Just outside Shanghai. The only hill in Shanghai and site of the first Catholic cathedral. Fantastic sculpture park on lake. Water towns nearby and a beautiful Le Meridien hotel with indoor & outdoor pools.

CHONGMING

Protected wetlands and man-made forest park island 1-2 hours from Shanghai.

TRAVEL AGENTS

The list below are recommendations from staff. Shop around to get best prices.

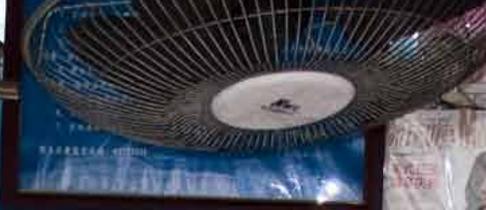
Julia - hongye.zhu@sistravel.com.cn Tel: 54661973

Adam - eliteor@sh163.net

Helen - crestripsh.163.net

www.ctrip.com, www.travelzen.com and www.elong.net are excellent websites to book flights and hotels within China.

We asked our current teaching staff to tell us the things they wish they'd been told before they came to Shanghai. Here are their answers:



时尚先生
Esquire

時OFFICIEL
裝HOMMES
男士

BEDES
今日时尚

时尚COSMO

BEAUTY
大美人

收藏

时尚先生
Esquire

时尚先生
Esquire

故事会
今天的故事
明天的事

时尚COSMO

时尚COSMO

时尚COSMO

旅行者

时尚先生
Esquire

YOHO!

上海故事

mar laire

时尚COSMO

Numero

中国唯一出境旅行

时尚先生
Esquire

Watcher

故事会

新娘

时尚COSMO

时尚COSMO

NOVEL

MING 明星时尚

头等客

故事会

时尚COSMO

时尚COSMO

时尚COSMO

收获

中国摄影家

人像摄影

故事会

时尚COSMO

时尚COSMO

时尚COSMO

新说

大众摄影

2010

故事会

大众皆喜

时尚COSMO

时尚COSMO

收获

时尚COSMO

时尚COSMO

时尚COSMO

时尚COSMO

时尚COSMO

时尚COSMO

时尚COSMO

MYSTERY
推理

时尚COSMO

时尚COSMO

时尚COSMO

周末
INTERNATIONAL
画报

时尚COSMO

时尚COSMO

偶像剧
白金珍藏版

时尚COSMO

时尚COSMO

时尚COSMO

时尚COSMO

时尚COSMO

时尚COSMO

时尚COSMO

十类梦境
十大真相

时尚COSMO

十类梦境
十大真相

时尚COSMO

时尚COSMO

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时尚COSMO

周末
INTERNATIONAL
画报

时尚COSMO

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时尚COSMO

时尚COSMO

THINGS WE WISH WE'D BEEN TOLD....

Things we miss:

- Deodorants other than Nivea!
- British TV
- Central heating in the winter
- Debenhams, Boots and Tesco (the China
- Version is not the same)
- Friends and family
- Bras above a 32a
- Magazines
- Sunday Newspapers
- Freedom of driving a car
- Nytol
- Panadol 'Night' Soluble aspirins
- Proper tampons - not always available
- Quality tights, pop socks and men and Women's socks
- Walking on carpets!
- Traffic rules
- Slim-a-soups
- Crunchy Nut Cornflakes
- Fresh Air
- Marmite
- Gardens

Things I wish I hadn't wasted my luggage allowance on:

- DVDs
- Sheets
- Towels
- Duvet Covers
- Kitchen ware
- Electrical goods
- Shirts and ties for men

Things we love:

- Asia on your doorstep
- Champagne Brunches
- Happy Hours
- Large selection of restaurants, bars and clubs
- Five star hotels
- Cheap cigarettes
- Travelling around China
- Hong Kong/ Tokyo / Seoul for weekend visits
- Sherpas delivery from many restaurants

- Delivery of even a bottle of wine or toothpaste to your door
- Ayis (maids) who clean your place for a very small amount of money
- Cheap taxi fares
- Exciting/interesting streets
- Fake handbags, purses, ties etc
- Cheap DVDs and CDs
- Fabric Market to get clothes made at very cheap prices

Things we would have brought with us if we'd known:

- Branded medication
- Thick clothes and boots
- Gluten free products
- Photo of how my hair should look when it's cut to show hairdresser
- Children's medication
- Shoes above a size 5 for women (above size 10 for men)
- Shampoo for blonde hair



WHAT DO PEOPLE IN SHANGHAI SPEAK?

Mandarin is the standard spoken language in China. To make life even more difficult, locals also speak the Shanghai dialect, or Shanghainese, which sounds very different from Mandarin, although you probably won't notice for a while! More and more locals are learning English, but it still helps to learn some of the basics for when you are out and about shopping, in a taxi or for when you escape the bright lights of Shanghai and head out to different parts of China. If you are really stuck and need help, your best bet is to speak to someone young, as their English tends to be pretty good.

If you don't speak any Mandarin, you're destined to get lost at some point so please keep a card which shows your home address and keep one of the pocket school maps with you just in case you oversleep and miss the bus in the morning (it's happened to many of us!!). You will also get some cards giving you the address of Carrefour and Ikea when you arrive. Very handy!

The following list are useful phrases in Mandarin with the pronunciation in pinyin and next to it is how we might say it in English. This is the common language. The Shanghainese pronunciation is shown just for fun. All the local people speak Mandarin with the exception of maybe some of the more elderly. Our recommendation is to get used to using some Mandarin first and later have some fun with the Shanghainese!

All our Mandarin staff are a great resource for learning a bit of the local language and to help out with local etiquette. They are more than willing to help with pronunciation, translating a note to or from your ayi. In previous years some of our local colleagues have run a Chinese Cultural Saloon where local customs and some language skills are shared. We cannot recommend this highly enough as part of your experience of living and getting the most out of life in China!

ENGLISH	CHINESE PINYIN	PRONUNCIATION MANDARIN
Hello	ni hao	knee-how
Goodbye	zai jian	tsai chee-en
Thank you	xie xie	she-eh she-eh
Sorry	dui bu qi	do-eh boo chee
you're welcome	bu ke qi	boo ke chee
correct/right	dui	do-eh
telephone	dian hua	dee-an hwa
surf the Web	shang wang	shang hwan
toilet	ce suo	tsur swo
turn left	zuo zhuan	dzwo joo-an
turn right	you zhuan	yew joo-an
go straight	zhi zou	gee dzow
hotel	jiu dian	gee-ow dee-an
airport	fei ji chang	fay gee charn
train station	huo che zhan	hoo-oh chir ge-an
metro	di tie	dee tee-eh
taxi	chu zu che	choo dzoo chir
How much?	duo shao qian?	dwor shau chien
too expensive	tai gui	tie gway
cheap	pian yi	pee-an yee
too big	tai da	tie da
too small	tai xiao	tie shee-au
beee	pi jiu	pee gee-ow
water	shui	shoo-eh
tea	cha	char
settle the bill	mai dan	my dan
bar/pub	jiu ba	gee-ow bar
restaurant	can guan	tsan gwan
police	jing cha	geen char
one	yi	ee
two	er	er
three	san	san
four	si	si
five	wu	woo
six	liu	leo
seven	qi	chee
eight	ba	ba
nine	jiu	joe
ten	shi	sher

This has been adapted from the number pronouncer page from the website: http://live.shanghaidaily.com/guide_index.asp

下一站 Next Stop

中山公园站

Zhongshan Park

娄山关路站

Loushanguan Road

下一站 Next Stop

威宁路站

Wening Road

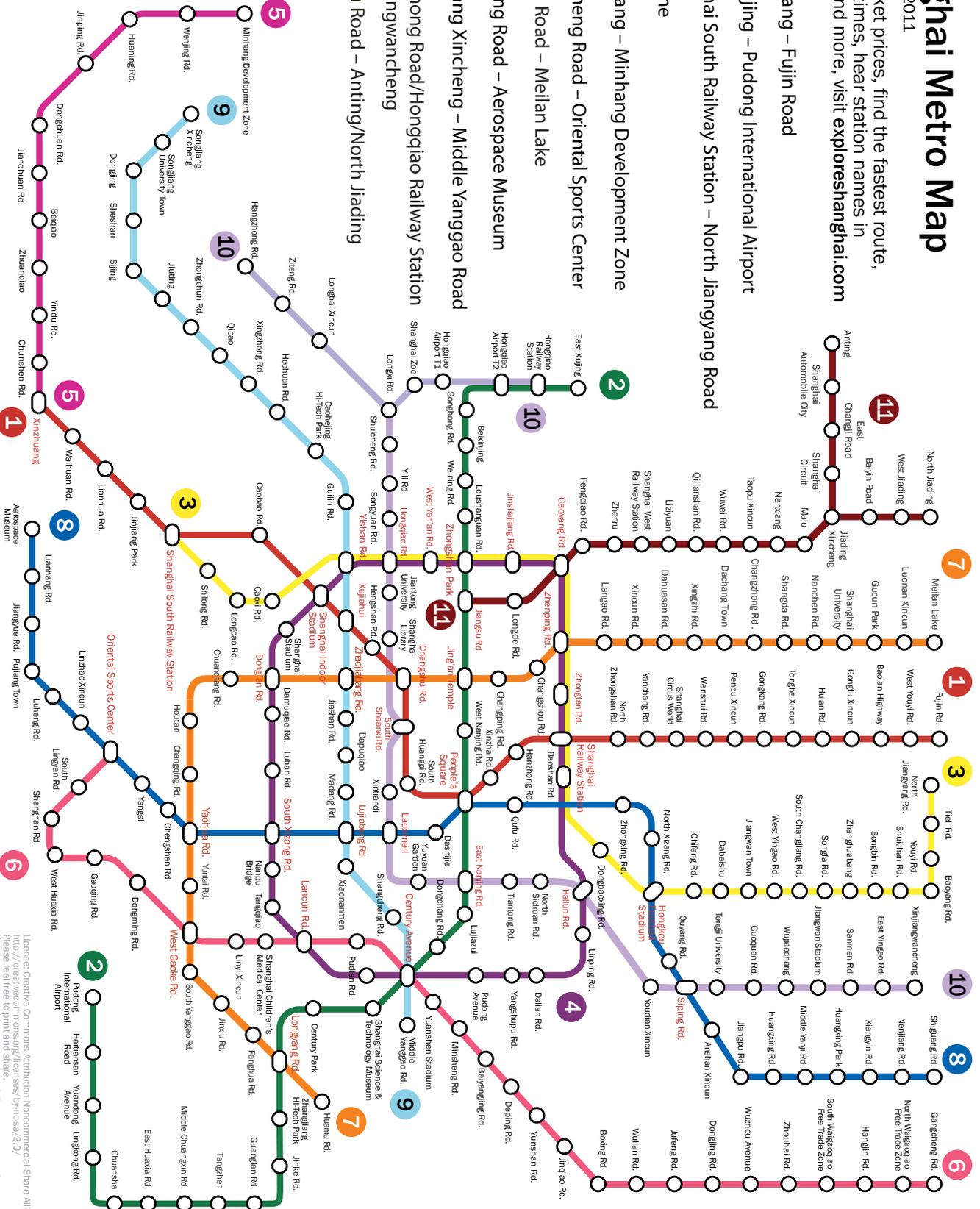


Shanghai Metro Map

Updated May 2011

To check ticket prices, find the fastest route, check train times, hear station names in Mandarin, and more, visit exploreshanghai.com

- 1 Xinzhuang – Fujin Road
- 2 East Xujing – Pudong International Airport
- 3 Shanghai South Railway Station – North Jiangyang Road
- 4 Loop line
- 5 Xinzhuang – Minhang Development Zone
- 6 Gangcheng Road – Oriental Sports Center
- 7 Huamu Road – Meilan Lake
- 8 Shiguang Road – Aerospace Museum
- 9 Songjiang Xincheng – Middle Yanggao Road
- 10 Hangzhong Road/Hongqiao Railway Station – Xinjiangwancheng
- 11 Jiangsu Road – Anting/North Jiading



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ESSENTIALS GUIDE SHANGHAI

SECOND EDITION



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HELPING OTHERS
TO BE THE BEST
THEY CAN BE