



SECONDARY PARENT HANDBOOK



THE BRITISH SCHOOL
OF GUANGZHOU
A NORD ANGLIA EDUCATION SCHOOL

Front Cover: This art work from Tim Huang (Year 13) was one of the stars of our Art Exhibition Evening.

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Welcome from the Head of the Secondary School

It is a pleasure to welcome you to the Secondary School. Established in 2005, The British School of Guangzhou is a prestigious and successful school that operates in an environment that is both challenging and exhilarating. BSG is never quiet and the focus of our attention is to always provide the best possible learning opportunities for our students and staff.

In BSG classrooms, we challenge our students' thinking. If they are not thinking, they are not learning. Lessons are engaging, encouraging inquiry, creativity and risk-taking in a supportive atmosphere. Learning, of course, extends beyond the classroom; all students are involved in extra-curricular and leadership activities. It is through these that they reinforce their collaborative problem-solving and decision-making skills, as well as developing independence.

We do not believe in fixed ability but are committed to the notion that every learner can succeed to the highest level. Through support and opportunity, commitment and perseverance, there literally are no limits. Through this ambitious approach to learning our students manage to achieve outstanding examination results, as well as developing as Global Citizens. In a global community that is increasingly interconnected and interdependent, we help to nurture citizens who understand the world on many levels and are able to find solutions to current and future challenges.

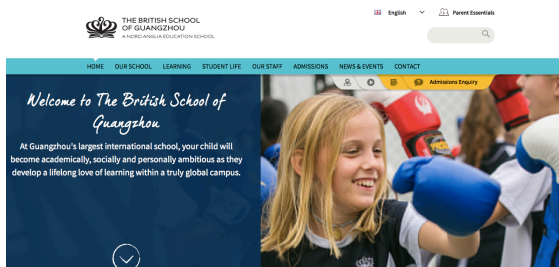
As a member of Nord Anglia Education, we are part of the world's leading premium schools organisation. We are a fast-paced and growing family of international schools in China, Europe, the Middle East, South East Asia and North and South America, providing outstanding education to over 40,000 students. Our schools are united by one philosophy - we are ambitious for our students, our people and family of schools.

We are very proud of our community and hope that you feel as passionate about BSG as we do.

Best Wishes

Paul McConnell

Important...please visit the 'Parent Essentials' section of our website for key information...



Parent Essentials

Find quick links to regularly viewed items and useful information here.



Yearly Parent Calendar

View or download a yearly overview for 2016/17 here.



Weekly/Monthly Calendar

View this week's or month's events in more detail here.



Monthly Newsletter

Updated by students and teachers each month, news from both campuses can be found here.



School Bus Service

Daily schedules for over 40 regular bus routes to and from school are available here.



School Lunches

Daily lunch menus for both campuses are available to view here.



School Uniforms

For price lists and advice on what uniform your child should wear to school.

Our Core Values

"Developing a love of learning creates lifelong academic success." Mark Thomas, Principal.

A Love of Learning

Our primary aim is to nurture intellectual curiosity through engaging and enquiry-led teaching. We encourage students to work independently and collaboratively as they demonstrate creativity and innovation in their approach to solving problems. Students are always provided with a safe, stimulating and supportive learning environment, allowing them the courage to take calculated risks and to learn and improve from feedback. We use innovative teaching methods and technology to further enhance our students' mastery and enjoyment of their studies helping to foster a love of learning that will last a lifetime.

Respect

BSG actively works to help students nurture awareness and respect for all by giving opportunities to develop self-esteem and self-confidence each day. This respect is evident in interactions between our students, parents, staff and environment. Respect requires an open mindedness that incorporates an understanding, tolerance and compassion towards others in both thought and action. Our aim is to develop international awareness and cultural sensitivity within all of our students and to provide repeated opportunities to demonstrate this.

Integrity

As a school community we aim to act in a completely transparent manner. We see integrity as being honest, open and truthful. We believe in being trustworthy in our dealings with each other and in being able to give and receive constructive feedback. We encourage students to have the courage in their convictions and the strength of character to stand up for what they believe is right.

Responsibility

Students are expected to take responsibility for their learning and their behaviour. We aim to make our students confident, autonomous learners who are able to meet deadlines and learn to solve problems effectively. Students develop a sense of responsibility by making informed choices, by learning to consider the consequences of their actions and through leadership opportunities. Responsibility extends beyond the classroom as the school's community demonstrates consideration towards others and to the environment.

Commitment

We seek to establish a strong work ethic within our students and a desire to strive for excellence. Students are encouraged to develop a resilient attitude and persevere to overcome difficulties. We believe that sustained effort greatly enhances our students' chances of success.

Our Core Values



- ~ Finding out extra information without the help of your teacher(s)
- ~ Asking for feedback and advice from teachers about your progress
- ~ Solving problems in creative ways
- ~ Showing that you are enjoying what you are learning

- ~ Reading regularly
- ~ Trying out new things to see if you like them
- ~ Producing outstanding pieces of work
- ~ Asking and answering challenging questions
- ~ Speaking regularly in class discussions

RESPECT



- ~ Being on time
- ~ Wearing correct uniform
- ~ Showing pride in yourself and what you do
- ~ Acting as a positive role model
- ~ Listening carefully
- ~ Caring for the school environment
- ~ Representing the school well on trips
- ~ Joining in with school projects

RESPONSIBILITY



- ~ Always on time
- ~ Organised and meeting deadlines
- ~ Leading an activity in a lesson
- ~ Playing an important part in group work
- ~ Applying for a student leadership position
- ~ Solving problems without the help of teachers
- ~ Thinking about the consequences of your actions
- ~ Having a positive influence on others

COMMITMENT



- ~ Trying your best in everything you do
- ~ Making good progress in a lesson or on a topic
- ~ Working hard on things that you find difficult
- ~ Giving up some of your free time
- ~ Regular participation in extra-curricular activities
- ~ Seeing things through to the end and not giving up
- ~ Making the most of new opportunities
- ~ Developing a skill, adding to your school experience

INTEGRITY



- ~ Telling the truth
- ~ Respectful when giving feedback
- ~ Accepting constructive criticism
- ~ Open and honest about what you believe in
- ~ Showing sensitivity
- ~ Doing what you think is right
- ~ Showing you have principles

Secondary Teachers 2018-19 (alphabetical by Surname)

Forename	Surname	Subject		Forename	Surname	Subject
Lucy	Broad	PE		Sarah	Newton	MFL
Ellen	Brown	Maths		Mark	Newton	Computer Science
Sarah	Burgess	Science		Nicolas	Ng	Computer Science
Shaila	Chainani	EAL		Phi Hai	Nguyen	BS/Ec
Chris	Chilvers	Science		Matthew	Noyek	Science
Michelle	Cuming	PE		Annette	Owen	English
Stephen	Dodds	Maths		George	Ozemoya	Maths
Chris	Drake	Maths		Anna	Ozemoya	Art
Vilo	Elapata	English		Luis	Pereira	PE
Lindsey	Elkins	Dance & Drama		Kay	Pickard	Geography/History
Tracey	Feng	Chinese		Robert	Price	EAL
Luke	Fisher	History		Chris	Pye	MFL
Agnes	Golczyk	MFL		Katherine	Rice	Geography
Andrew	Hallas	Geography		Alan	Robertson	EAL
Francine	Hearn	BS/Ec		Helen	Russell	English
Joe	Heath	Psychology		Katherine	Sands	Science
James	Higson	EAL		Matthew	Slater	PE
Adrian	Howell	Science		Hollie	Slaughter	Art
Denica	Howell	PE		Graham	Starkey	Science
Alex	Hughes	Drama		Marc	Tillotson	Science
John	Joyce	English		Claire	Walsh	English
Ivy	Luo	Chinese		Natasha	Wildy	Maths
Paul	McConnell			Fred	Williamson	Maths
Roslyn	McConnell	PE		Penny	Wright	Art
Nick	McGaughey	Music		Jason	Yu	MFL
Amila	McGinn	MFL (German)		Lincoln	Zhai	PE
Ben	Murphy	PE/Maths		Julia	Zhang	Chinese

Please note: PE and Chinese teachers are whole-school teachers

If you wish to contact a member of Secondary Staff, most contact details are in this handbook or you can find them [here](#)

Secondary School Leadership Team (SSLT) Contact Details

Position	Name	Email
Headteacher	Paul McConnell	paul.mcconnell@bsg.org.cn
Deputy Headteacher	Sarah Newton	Sarah.Newton@bsg.org.cn
Assistant Headteacher (6 th Form)	Andrew Hallas	Andrew.hallas@bsg.org.cn
Assistant Headteacher	Hollie Slaughter	Hollie.Slaughter@bsg.org.cn
Assistant Headteacher	Natasha Wildy	Natasha.Wildy@bsg.org.cn
Academic Secretary	Jessica Li	Jessica@bsg.org.cn

Pastoral Care

Pastoral care is a real strength of the school. Central to our philosophy is the belief that each student may develop within an environment in which every individual is valued and encouraged to make the most of every opportunity. In achieving personal development, each student will become a responsible member of the community, aware of the needs and values of others.

All students are placed into a form group. Students meet with their form group every morning and afternoon and engage in a variety of activities.

	Staff Name	Form	Head of Year	
Key Stage 3	Annette Owen	7A	Mrs Helen Russell helen.russell@bsg.org.cn	
	Kate Rice	7B		
	Fred Williamson	7C		
	Agnes Golczyk	7D		
	Key Stage 3	Alan Robertson	8A	Ms Amila McGinn Amila.McGinn@bsg.org.cn
		Katherine Sands	8B	
		Robert Price	8C	
		Mark Newton	8D	
	Key Stage 3	Vilo Elapata	9A	Miss Ellen Brown Ellen.Brown@bsg.org.cn
		Adrian Howell	9B	
		Kay Pickard	9C	
		James Higson	9D	
Key Stage 4	Phi Nguyen	10A	Mr Jason Yu Jason.Yu@bsg.org.cn	
	Penny Wright	10B		
	Matthew Noyek	10C		
	Key Stage 4	George Ozemoya	11A	Ms Lucy Broad Lucy.Broad@bsg.org.cn
		Francine Hearn	11B	
		Nicolas Ng	11C	
Key Stage 5	Anna Ozemoya	12A	Mr Graham Starkey graham.starkey@bsg.org.cn	
	Joe Heath	12B		
	Chris Drake	12C		
	Key Stage 5	Chris Chilvers	13A	Mr John Joyce John.Joyce@bsg.org.cn
		Marc Tillotson	13B	

Form Tutor Role

The role of the tutor is very important in your child's school life. Tutors are concerned with the development of the 'whole child'. They play a pivotal role in helping us achieve this goal. Although the role of the tutor will inevitably involve some aspects of discipline and administrative tasks, these are not the central aims. Good tutoring enhances a child's experience of school; ineffective tutoring can impede a student's growth. We expect tutors to embrace the role and give it the attention and time it deserves.

Tutors are also responsible for:

- Displaying core values
- Fostering a healthy regard for learning
- Being aware of the needs/interests of the students
- Fostering an effective and positive home-school partnership
- Gaining the confidence and respect of students
- Encouraging self-discipline
- Offering support and guidance to individual students
- Working with staff to ensure the best outcomes for students
- Fostering an environment of positive behaviour
- Supporting the rewards and sanctions policies
- Ensuring high quality delivery of the PSHE programme
- Monitoring effective use of the student planner and I-pads
- Monitoring the Excellence Profiles
- Ensuring high expectations with regards to the uniform policy
- Reporting on pastoral progress (Writing pastoral reports)
- Monitoring attendance and punctuality (registration)
- Keeping students informed with key information

School Counsellor

Our Counsellor, Xuan Qu, is a member of staff who can provide counseling support to those in need. They are able to support students on a number of issues from group work and organisational skills, to stress management and building self-esteem. xuan.qu@bsg.org.cn

Student Behaviour

We believe that it is the right of all students and staff at BSG to work in an environment that is conducive to learning. Our students are, on the whole, very well behaved. However, all students are expected to respect the core values and the Community Charter (Appendix 1).

How do we positively reinforce good behaviour?

- We make clear our expectations of good behaviour
- We encourage students to take responsibility for their own actions
- We praise, recognise and celebrate positive behaviour in many ways

What we do to reward positive attitudes?

- Instant verbal praise or written comments on work where appropriate
- Use the **Rewards System** including merits and 6th Form Reward Cards
- Share success stories in weekly Student and Parent Bulletins, Newsletters and online
- Regularly share successes in assembly
- End of Year Awards Day

What we do if a student makes the wrong choice?

- We raise the issue with them using clear and consistent language
- Where appropriate, we encourage students to try to resolve disagreements themselves
- We encourage children to take responsibility for their own behaviour
- Communicate with parents if needed
- Use the **Sanctions System** as agreed below (rarely do we need to go beyond a warning):

Student action	Consequence	Staff member responsible	Outcome
1 st offence	Warning	Teacher	Recorded in the student planner
2 nd offence	20 minute detention	Teacher	Recorded in the student planner
3 rd offence	30 minute detention	Middle Leader	Parents contacted directly by school
4 th offence	30 minute detention	Middle Leader	Parent Meeting
5 th offence	Senior Leader Detention Parent Meeting	Senior Leader	Parent Meeting Possible suspension from school

Zero Tolerances

Should any of the below occur, or any other behaviour deemed extreme, a senior member of staff will meet with parents. Outcomes include temporary or permanent suspension from school.

- Rudeness/swearing
- Open defiance
- Spitting
- Biting
- Physical and verbal aggression
- Bringing weapons to school
- Bullying
- Racism
- Vandalism/Damage to property
- Theft
- Truancy
- Drug and alcohol use
- Smoking
- Abusive Language
- Exposure
- Inappropriate online behavior

School Bus Behaviour Expectations

Most students use a school bus to/from school. Secondary students are expected to behave as role models to the younger students by ensuring they are wearing their seatbelt at all times, not being loud and not using inappropriate language. If there are problems with a student on the bus then:

- First time – a warning to the child from the bus monitor/teacher.
- Second time – the Pastoral Team will be involved and a possible one-day suspension from the bus.
- Further incidents will lead to further suspension from the bus.
- If the student appears unwilling to take responsibility for his/her behaviour they will be permanently excluded from using the bus service.
- Serious incidents may lead to immediate suspension from using the school bus.

PDA Policy

Students shall refrain from all Public Displays of Affection (PDAs) while on the school campus or while attending and/or participating in a school-related activities. Being overly affectionate at school can be offensive and is generally in poor taste. PDA's includes any physical contact that may make others uncomfortable or serves as a distraction for themselves as well as innocent onlookers. Some specific examples of PDA include but is not limited to:

- Kissing
- Holding hands
- Inappropriate touching
- Rubbing/massaging
- Caressing/stroking/petting
- Excessive hugging

Students seen engaging in such practices are subject to the school behavior sanction policy.

Other Key Secondary School Rules

- Each student is given an electronic device. No other devices should be used through the school day.
- There is to be no gaming on electronic devices throughout the school day (8am –4pm).
- Students must not take pictures, videos or audio in school without permission from a teacher and must never post any such files online.
- Students may not wear headphones on campus, except where express permission is given by a teacher. 6th Form Students may use devices in the 6th form area only.
- Students must ensure that their iPads/MacBooks are identifiable & charged at the start of the day.
- Student's iPad Operating System Language must be set to English.
- KS3 students are not allowed to purchase hot drinks from the coffee shop (see Coffee Shop Rules).
- Food/Drink must only be consumed outside or in the Canteen.
- Canteen food must be eaten in the Canteen.
- Students must walk at all times inside the school building.
- Students must attend school in normal uniform (not PE kit).
- Students playing sport at lunchtime must wear a PE/House/FOBISIA top. They must then change at the end of lunch.
- Students must not cross the Astroturf pitch when lessons are taking place.
- During wet-breaks, students should be in their form rooms in the Secondary Building or in the Library/Canteen.
- Chewing gum is strictly prohibited on the school sites.

Teaching, Learning and Curriculum

At BSG, we are...

ACADEMICALLY AMBITIOUS

Our teachers believe there is no limit to what students can achieve and will inspire children to be academically ambitious and confident each day. With small class sizes, we know each child and how to enable exceptional individual achievement in all areas of the curriculum. We encourage students to be ambitious each day and focus heavily on building their confidence as they do this.

SOCIALLY AMBITIOUS

Success beyond the classroom is key to a child's development. We therefore encourage all students to be socially ambitious. Consistently developing a wide range of fun, inspiring, educational and cultural experiences, specifically designed to create confident, knowledgeable and compassionate students, is paramount as we promote social growth throughout the school.

PERSONALLY AMBITIOUS

We provide a plethora of opportunities children to be personally ambitious. Our comprehensive After School Activities & Leadership programmes offer many physical, academic and creative challenges each term. We encourage participation in competitive and non-competitive sports with involvement in charities, international awards, school productions, choirs, music ensembles or even being part of a touring Global Orchestra strongly encouraged.

Years 7, 8 and 9 (Key Stage 3) - Adapted English National Curriculum

There are 20 double periods per week of 70 minutes. On rare occasions, single lessons of 35 minutes operate.

Years 7 to 9 students study the following subjects:

- English/EAL (4 periods)
- Mathematics (3 periods)
- Science (3 periods)
- MFL (2 periods)
- Physical Education (2 periods)
- Art (1 period)
- Drama (1 period)
- Geography/EAL (1 period)
- History/EAL (1 period)
- Computing (1 period)
- Music (1 period)

Form Time takes place every day from 8.00-8.15am and from 1.05-1.35pm. A form time programme exists for all year groups and includes PSHE, assemblies, administration, house and leadership activities.

Years 10 and 11 (Key Stage 4) - IGCSE courses (Cambridge and EDEXCEL)

IGCSE/GCSE offers a flexible course of study that gives candidates the freedom to choose subjects that are right for them, whilst providing them with a broad knowledge base.

Students study compulsory subjects:

- English or IGCSE ESL (3 periods)
- Mathematics (3 periods)
- Science (4 periods)
- Global perspectives (1 Period)
- *Core PE is also timetabled for 1 period per week*

Students typically choose four options, including one language, from the following (offering may change from year to year). Each option is allocated 2 periods per week.

- Chinese
- French
- German
- Spanish
- Art
- Business Studies
- Geography
- Music
- Triple Science
- PE
- History
- Computing
- Economics
- Psychology
- Drama
- Support*

*not examined

Years 12 and 13 (Key Stage 5) - A levels (Cambridge, IAL and EDEXCEL)

Our A level programme is broad and flexible enough to represent our diverse student body. Most students follow 3 or 4 subjects. Currently we offer:

- Art
- Biology
- Business Studies
- Chemistry
- Chinese
- Computer Science
- Drama
- Economics
- English Literature
- French
- Further Maths
- Geography
- History
- Maths
- Music
- PE
- Physics
- Psychology
- Spanish

We also offer the EPQ (Extended Project Qualification), worth half an A Level.

ALPs

The BSG A Level Programme (ALPs) was introduced in 2017, aimed at meeting the needs of older students who are not yet ready for A Levels due to their proficiency in English. It is an academically rigorous approach to language development that cuts across curriculum boundaries.

Internal examinations

Towards the end of May there is a series of examinations for Years 7-10. Students' attainment and progress is measured against targets set at the start of the year. In Year 10 and 12, a failure to attain a passing grade may result in withdrawal from a subject. Where a student fails to achieve a number of passing grades, promotion to the second year of IGCSE/A Level may not be allowed. In such cases, the opportunity to resit Year 10/12 will normally be offered.

Year 11, 12 and 13 have formal mock examinations in January.

All students receive 3 school reports per year plus an examination transcript for year 9-13.

Examination Results

We are very proud of our student's performance in their formal examinations...

A Level

2014-2017 cohorts have all achieved 50%+ A*/A
'Best in China' awards from CAIE for last four years
'Best in NAE' award 2016 & 2017

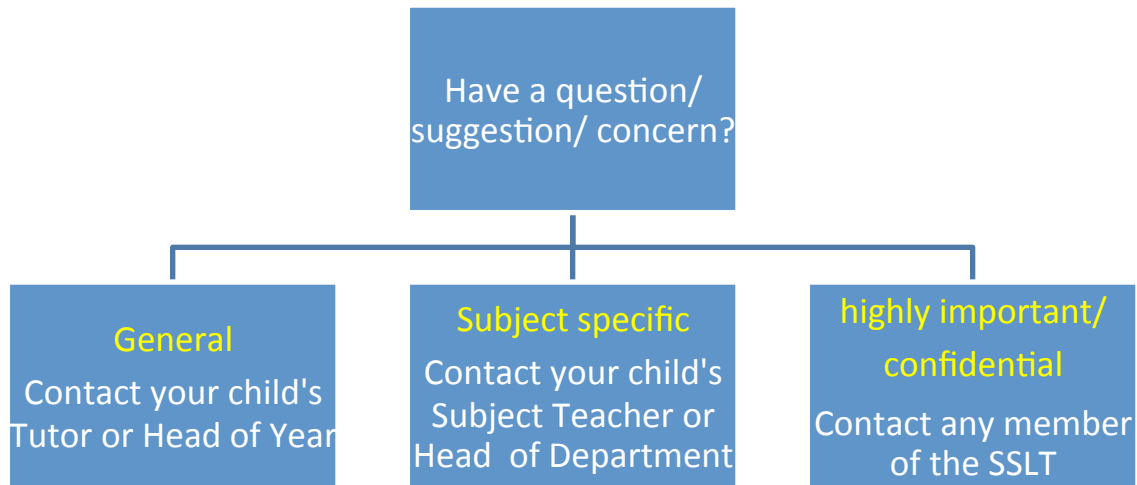
IGCSE

2014-2017 cohorts have achieved an average 60% A*/A
Eight 'Best in China' awards from CIE
2017 – Top IGCSE students in the world in Maths and across all subjects

Subject Leaders

Forename	Surname	Subject Leader for...	email
Shaila	Chainani	EAL	shaila.chainani@bsg.org.cn
Michelle	Cuming	PE	michelle.cuming@bsg.org.cn
Monica	Daryani	Learning Support	monica.samtani@bsg.org.cn
Stephen	Dodds	Maths	stephen.dodds@bsg.org.cn
Luke	Fisher	History	luke.fisher@bsg.org.cn
Francine	Hearn	Business Studies & Economics	francine.hearn@bsg.org.cn
Joe	Heath	Psychology	ioseph.heath@bsg.org.cn
Denica	Howell	PSHE	denica.howell@bsg.org.cn
Alex	Hughes	Drama & Dance	alex.hughes@bsg.org.cn
Nick	McGauley	Music	nicholas.mcgauley@bsg.org.cn
Mark	Newton	Computer Studies	mark.newton@bsg.org.cn
Chris	Pye	Director of World	christopher.pye@bsg.org.cn
Kate	Rice	Geography & GP	katherine.rice@bsg.org.cn
Marc	Tillotson	Science	marc.tillotson@bsg.org.cn
Claire	Walsh	English	claire.walsh@bsg.org.cn
Penny	Wright	Art	penelope.wright@bsg.org.cn

Who should I contact..?





THE BRITISH SCHOOL
OF GUANGZHOU
A NORD ANGLIA EDUCATION SCHOOL

SCHOOL YEAR 2018/19

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN														
2018					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
2019																																					

Event Days (parents & students invited)

- 17/08 Orientation Day
- 23/08 Secondary Welcome Evening
- 25/10 BSG'S Got Talent
- 08/11 Arts Celebration Evening
- 17/11 International Day
- 30/11 Choir Performance (Shangri-La)
- 01/12 Choir Performance (Conrad)
- 02/12 EYFS Family Christmas Lunch
- 05/12 Year 2 Christmas Show
- 06/12 Winter Celebration
- 15/12 Taijoo Hui Mail Concert
- 23&24/01 Crash, Bang, Wallopi!

School Day (White)

School Holiday (Light Blue)

School Day (Light Green)

Uniform Sale (Pink)

First Day of Term (Purple)

After-School Activities (Yellow)

School Photos (Grey)

Seasonal Uniform Change (Green)

Residential Trips (Light Blue)

Sports Events (Red)

- 15-19/10 Secondary
- 26/09 Years 3 & 4 Swim Gala
- 27/09 Secondary Swim Gala
- 28/09 Years 5 & 6 Swim Gala
- 14/11 Years 1 & 2 Sports Day
- 15/11 Years 3 & 4 Sports Day
- 16/11 Years 5 & 6/Secondary Sports Day
- 18-22/11 U15 FOBISIA Games
- 24-28/02 U13 FOBISIA Games
- 29/05 KSI Splash Day
- 13/06 Sports Awards

Report Releases (Blue)

- 07/11 Years 7-13
- 23/11 EYFS
- 14/12 Primary
- 01/02 Years 11-13
- 28/02 Years 7-10
- 25/04 Years 11-13
- 21/06 EYFS & Primary
- 26/06 Years 7-10

Parent-Teacher Consultations (Brown)

- 10/09 EYFS & Primary
- 10/10 Years 7, 12 & 13
- 26/11 EYFS
- 28/11 Years 8 & 10
- 12/12 Years 9 & 11
- 27/02 Years 11, 12, 13
- 01/03 EYFS & Primary
- 20/03 Years 7 & 10
- 17/04 Years 8 & 9

Exams (Dark Brown)

- 09-25/01 Years 11-13
- 15-25/04 Year 10

A-Z

Absences

Students are not permitted to be absent from school at any time unless they have the permission of their parents. If a student is unwell, please email/call the Tutor/Academic Secretary on the day. In cases of known or anticipated absence, students are requested to bring a note/email from their parents. We will not normally provide work for short-term absences due to illness. Students are expected to rest and catch up upon their return. For longer-term absences we may provide work depending on the nature of the absence. Please contact your child's Head of Year to discuss this further.

Students that have permission to leave school during the day (e.g. Dentist Appointment) must sign out at Reception and collect an exit slip.

Please take note of the 'Unwell Child Guidance' in Appendix 2.

Academic Honesty

It is important that all work submitted by students is their own. We understand that parents will support their child with their work but all school work must be produced by the student. There is an academic honesty policy at the school. This clearly outlines our expectations to students.

After-School Activities (ASAs)

A series of activities operate after school Tuesday and Thursdays, 2.55-3.50pm. The variety of activities is enormous, including: Study Skills, Chess Club, STEAM, International Award, FOBISIA Training, Orchestra, Choir, Football, Basketball, Archery, the Secondary School Production, etc. In Term 2, Years 11-13 take part in exam based ASAs.

Assemblies

There are key stage assemblies each week during form time. This is a key time for us to celebrate achievements.

Break & Lunch Times

Break times are busy at BSG! Students often like to play sport, socialise and, of course, eat! The menus can be downloaded from our website. BSG offers a variety of food and all students have access as part of their fees. If it is wet break, a sign will be placed by all main entrances. Students must be in either the Canteen, their form rooms or the Library.

Coffee Shop Rules

Year 12/13

Hot/cold drinks and food can be bought at anytime. They can be consumed in the Common Room, on the Patio or in the Canteen.

Year 10 and 11

Drinks and snacks can be purchased before school, providing you are not late for registration, and at break/lunch time. The coffee shop is out of bounds after 1:00pm. Hot drinks can be purchased and must be consumed in the patio area.

Year 7-9

No hot drinks can be purchased.

Cold drinks and snacks can be purchased before school, providing you are not late for registration, and at break/lunch time. The coffee shop is out of bounds after 1:00pm.

BSG Times

<https://www.bsgtimes.com> The BSG Times is our very own online newspaper aimed at students and run by students. It is a great portal to everything that is happening at the school.

Bulletins

Student Bulletin

Each day, students are emailed the Student Bulletin. This is also displayed in their form time. It contains important messages for the day. You can see the Student Bulletin on The BSG Times.

Parent Bulletin

Each Friday, a bulletin is emailed to parents (and a link added to The BSG Times). Please do take the time to read this as it highlights the events of the week and the calendar for the week ahead.

6th Form Bulletin

This is issued to 6th Form Students and their parents each week via email.

Newsletter

Our half-termly Whole-School Newsletter is an outstanding window on our school. It is full of news, views and key events.

Bullying

All organisations experience bullying at times. We have a detailed anti-bullying policy which makes clear the consequences for anyone involved in bullying others, but also accepts that both bully and victim need support.

Buses

For students who normally use the bus please note that buses will not wait in the mornings/after-school. If a student is late, they will leave without them. After-school it is important that students/parents inform their bus monitor if they are not intending on using the bus service that day. This should be done before 12 noon by contacting the Academic Secretary.

Careers

At BSG we are committed to preparing our students for their next steps either educationally or within the world of work. Our Careers & University Guidance Advisor is Yanyan Wu yanyan.wu@bsg.org.cn.

We have devised a comprehensive Careers programme to ensure that our students are fully informed about their suitability for future careers. Each student has a careers profile and we use specialist software to support this. Careers education is a part of the PSHE programme from Year 7 upwards.

The annual Careers Fair is open to all older students and allows them the opportunity to ask questions of professionals from many different fields.

We provide the opportunity for all students from Year 10 – 13 to attend lunchtime talks from visiting universities (over 30 last year), as well as on various summer programmes.

Year 12 students are invited to the Hong Kong Careers Fair, which is run by the British Council.

Starting in Year 11, students begin one-on-one university mentoring, which involves advice, discussion and research to enable students to reach well-thought through conclusions about their final choices of which country and what course to apply for. This advice also includes avenues for events, trade fairs and talks which students may wish to attend in order to improve their upcoming Personal Statement.

We have a fully-stocked Careers Library that covers everything from University life to specific Job advice.

In June we run a two-week Careers/University Programme for all Year 12 students, as well as offering work experience. We aim to make this as relevant as possible to the university course that each student has applied for. In the past this has included placements with companies such as Marks & Spencer and KPMG.

Charity Committee

The student charity committee take part in a number of activities to support and promote the school's chosen charities. Their involvement this past year has ranged from collecting toiletries and distributing them to homeless people in the locality to bake sales. Our charity committee are led by an elected group of students who applied and were interviewed for their roles, they work tirelessly throughout the whole school in order to ensure that they have a presence within any charity initiatives.

Closure of School

Should the school have to close for any reason, notification, via email, will be sent to parents from the Principal. This message will also be posted to our website and Wechat page.

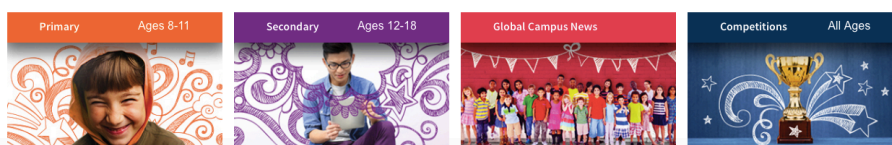
Global Campus

The Global Campus is an NAE platform that allows all of our students to connect across 50+ schools. It is an excellent learning resource and departments are expected to utilise the many resources and events that take place. There are annual expeditions that students can attend to Tanzania and Switzerland. NAE schools also have exclusive links with the Juilliard School of Music and MIT which afford our students amazing opportunities.



Welcome to Nord Anglia Education's Global Campus

Global Campus connects over 35,000 students around the world to collaborate and learn together every day. Our website is constantly being updated with exciting new content, so please have a look around and get involved!



Health & Safety (H&S)

H&S is paramount at BSG and your child's safety is our priority. We carry out regular practice evacuations and fire drills. If you are in school when the alarm sounds, please follow the instructions of the staff. Please ensure you wear your ID Badge in school.

Please do make us aware of any safety concerns you may have.

Homework

Homework is fundamental to good teaching and learning and the development of students as responsible learners. Homework is a vital part of the study programme at BSG. It attempts to:

- enhance the learning experience
- raise achievement
- motivate students
- develop independent learning
- increase self-discipline
- encourage off-site learning
- develop home-school links
- allow consolidation of learning
- assist future class work
- develop planning skills
- encourage ownership of learning
- raise parental co-operation and support

Types of Homework:

The form that homework can take is varied. It can be:

- an extension of class work to develop and/or clarify aspects of that subject
- a separate piece of research work on a familiar or relatively new topic
- preparation for a future lesson
- revision for a test
- coursework/projects
- finishing - occasionally and fit for purpose

Student Planners:

- student planners are issued to all students
- students will be inducted on how to use them by their form tutor
- must be brought to every lesson
- homework set by staff must be recorded in the planner by the student, accompanied by a completion date
- students are responsible for obtaining a parental signature in their planner on a weekly basis. Parents may use it to add any comments
- timetables are provided by Heads of Year.

KS 3: one piece per subject per week, 30-60 minutes (Year 7 homework is staggered in Term 1)

KS 4: one piece per subject per week, 1 hour

KS 5: one/two pieces per subject per week, 3-5 hours

Houses

The House system unites the students into Houses for activities and competitions during the year:



The points for inter-House events and activities are coordinated by the Heads of House. Every member of staff is assigned to a House and is expected to support and mentor the students within that House to organise and participate in events. The House Trophy will be awarded to the winning House Captains on Awards Day. At the end of Terms 1 and 3 there is a House-based KS3 challenge that runs over three days.

International Award (IA)

The International Award is an exciting programme that many of our students follow. The coordinator is John Joyce john.joyce@bsg.org.cn.

- BRONZE IA is for those over 14. The minimum time to gain this Award is 6 months.
- SILVER IA is for those over 15. The minimum time to gain this Award is 12 months.
- GOLD IA is for those over 16. The minimum time to gain this Award is 18 months.

It is possible to start at any Level – some participants work their way through all three, whilst others start at Silver or Gold.

ID Badges

ID badges must be worn by staff, parents and students at all times. Replacements cost 50rmb.

ICT

Students in Years 7-9 will receive an iPad to assist them with their studies. This will allow instant Internet research and the use of educational apps. Student Operating System Language must be set to English.

In Years 10 – 13 BSG operates a one-to-one laptop programme. Each key stage 4 and 5 student is given a laptop, an Apple Mac Air 11", with 128 GB Hard Drive Memory and 4GB of RAM.

Students may not use their own digital devices in school. Those that do will have them confiscated and passed to their Head of Year for safe storage.

ICT Acceptable Use Agreement: Students – Secondary

- I will only use ICT systems in school (including the Internet, learning platforms, Moodle, email, digital video, mobile technologies, iPads, e-readers, cameras, etc) for school purposes.
- I will not bring my own device(s) in to school. Should I do so, I accept that they may be confiscated.
- My school devices must be fully charged at the start of every school day.
- My school device must be taken to all lessons.
- I will only use my school device during lessons, in the library or homework club, unless otherwise directed by a teacher.
- My device will only have apps downloaded that are on the approved list in the School Diary.
- I will not download or install inappropriate software or any games on school devices.
- I will only log on to the school network with my own user name and password.
- I will follow the school's ICT security system and not reveal passwords to anyone.
- I will change passwords regularly.
- I will not seek to access Administrator Rights. If I am issued with a school device that accidentally has these rights, I will inform a member of the ICT Support Team immediately.
- I will make sure that all ICT communications with students, teachers and others is polite and appropriate.
- I will not send around unsolicited surveys without permission from a teacher.
- I will not use ICT to cyber bully others (e.g. through social networking, email, chat rooms, instant messaging, etc).
- I will adhere to any website's terms of conditions of use – including those around age restrictions and copyright of information and data.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address, unless approved by a teacher. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of students or staff will only be taken, stored and used for school purposes with their permission. These images will not be distributed outside the school network without the written permission from the Headteacher.
- I will ensure that my online activity, both in school and outside school, will not cause staff, students or others distress or bring the school into disrepute.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I will not engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or distributing viruses, disrupting services, damaging files or making unauthorised modifications to school data.
- I will not bring unsuitable material into school on any device, including USB memory sticks.
- I understand that my use of the Internet, school systems and devices is monitored and logged and can be made available to my teachers.
- I will immediately report any damage or faults involving school devices to ICT Support, however this may have happened. ICT Support may provide a temporary replacement device. Students must not bring in their own device whilst theirs is repaired.
- I understand that this agreement relates to use of school devices at school, on the school buses and outside of school.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied. For minor offences:

- 1st offence - warning given and recorded
- 2nd offence – withhold device for 24 hours and recorded, parents informed
- 3rd offence - withhold device for 1 week and recorded, parents informed

Further minor offences will be treated as a serious offence. For serious offences, sanctions may include the contacting of parents, the removal of school devices and suspension from school.

Learning Support

From time to time students will experience difficulties in their learning and intervention is necessary to help support them. Sometimes support can be given from a specialist Learning Support Teacher or Assistant. This support may take place in the classroom or the student may be withdrawn; support may be for a short period or may extend throughout the child’s school career. Where current students develop a need for Learning Support, we will contact parents. There may be an extra charge where support needs are significant. The Learning Support Lead in Secondary is Xuan Qu: xuan.qu@bsg.org.cn

Leavers

If your child is leaving the school, please contact their tutor and our admissions team as soon as possible: admissions@bsg.org.cn

Once confirmed, leavers need to complete a ‘Leaving Form’ that must be signed by all of their teachers to confirm all resources have been returned. The form must be returned to Mrs Newton to ensure any funds are not withheld.

Lesson Timings

Students must be prompt to school and all lessons. Poor punctuality will be addressed through our behaviour policy.

Period	Time	Duration (minutes)
Registration	08:00 - 08:15	15
1	08:20 - 09:30	70
Morning Break	09:30 - 09:50	20
2	09:50 - 11:00	70
3	11:05 - 12:15	70
Lunch	12:15 - 13:05	50
Form Time	13:05 - 13:35	30
4	13:40 - 14:50	70
ASAs (Tues & Thurs)	14:55 - 15:50	55

Lockers

All students have a locker. Lockers must be kept tidy and not used to store food. Lockers must be emptied at the end of each term.

Lost Property

Students are to be encouraged to clearly name their property. Lost property is kept at Secondary Reception.

Medical Care

There are first aiders located in each area of the school. There are also nurses across the school. Students who become unwell will be sent to the nurse by their teacher. Students may not visit the nurse without permission, except in an emergency. It is important that students do not contact parents directly should they feel ill. Only the school nurse or a member of staff should contact parents.

Merits

At BSG we use a merit system to reward students for outstanding work and behaviour.

Merits are given for:

- displaying the school's Core Values
- performing for the school (choir, sports etc...)
- performance in assessments (either progress or attainment)
- performance in homework tasks
- any other reason deemed worthy of a merit

Other reward systems such as student of the month, trips etc. are also frequently used. Merit certificates are awarded through the school when certain levels are attained.

25 Merits	Bronze	100 Merits	Gold
50 Merits	Silver	200 Merits	Platinum

Sixth Form Students do not receive merit points but, instead, are rewarded by Coffee Shop points!

Music

There are many opportunities for students to get involved in music at school, including regular practices, ongoing clubs and major concerts. We strongly encourage all students to be involved.

New Starters

We regularly have new students joining us throughout the year, often at short notice. The Pastoral Team will support tutors in assigning a buddy and contacting parents to ensure a smooth transition into school life.

Parent Portal

The Parent Portal allows parents access to student timetables, merits and academic reports. Login details are sent at the start of each year.

Parent Support Group

The PSG is body of parents who meet each term with senior staff with a view to support the activities and aims of the school.

Parent-Teacher Conferences (PTCs)

PTCs are held according to the School Calendar. It is hoped that all parents and their children will attend PTCs. Appointment sheets are used. For parents who are not fluent in English we can provide assistance.

PSHE

Form Tutors will deliver a PSHE programme each week. This covers many aspects relating to social, health and emotional development.

Punctuality

Students who are late to school need to sign in at the Secondary or Nanhu Reception. Repeated lateness to school is not tolerated and Year Heads will contact the parents of students who are repeatedly late to school without a valid reason.

Residential Programme

All students are expected to attend their respective residential weeks, which occur in October. These tend to be China-based for Years 7-10 with older students heading overseas.

References

If you are leaving and require a reference or transcript, please contact your child's Head of Year.

SAT Tests

We are a registered SAT centre and offer 4 opportunities each year for those who are seeking to apply to American Universities. Tests take place on a Saturday.

Sport

There are many opportunities for students to get involved in sport at school, including regular training, weekly fixtures and major tournaments (such as FOBISIA). We strongly encourage all students to join in, have fun and keep fit.

Student Planners

Each student has a planner, which they are expected to have with them in all classes. The planner contains important information as well as being a means of recording homework, communicating with parents and monitoring student progress. The planner also has areas where students can register their House Points and spaces for personal reflection and tracking academic performance. Students should keep planners neat and free of graffiti.

Student Voice

Our Head Students are selected in Term 1, along with the other members of the Student Leadership Committee (SLC). The SLC sit atop the various student groups and chair meetings before feeding back to Senior Staff. There is a Student Constitution which outlines the roles and responsibilities of all Student Leadership positions.

SLC

This is the highest position of student responsibility and the demands reflect this. The SLC consists of: 2 Head Students, Head of Communications and Events, Charity Head, Head of Learning. They meet with the SSLT each month, write a monthly report and give regular feedback in assemblies.

Other positions of responsibility currently include:

Charity Leaders	STEAM Ambassadors
Pastoral Reps	Senior Art & Design Project Leader
School Magazine Junior Editor	Library Reps
School Magazine Senior Editor	UNICEF Reps
Lead costume designer	Sports Leaders
Lead Hair and Make-up	Student Council
Crew Leaders	Learning Reps
Humanities Reps	Senior House Leaders
Music Leaders	Junior House Leaders

Study Leave

For Years 11-13, Study leave begins in Late April/Early May each year. Parents need to sign a waiver to allow their child to study from home after this point. For those who wish to continue to attend school, the library is used for quiet study (supervised by a member of staff). Where a student has a written exam before formal study leave begins, they may miss ASAs (if it is a following morning exam) or they may miss the morning of school (if it is an afternoon exam).

Travel to School

Most students use the school bus, come by car or walk to school. A very small number may wish to cycle. Where this is the case, both student and parent must sign a 'travel to school waiver' in order to use the bike shelter at the front of school.

Trips

The amount and variety of trips we offer at BSG is extensive. In 2017/18, students have been to Tanzania, Thailand, Malaysia, Hong Kong, USA, Switzerland, as well as throughout China.

Umbrellas

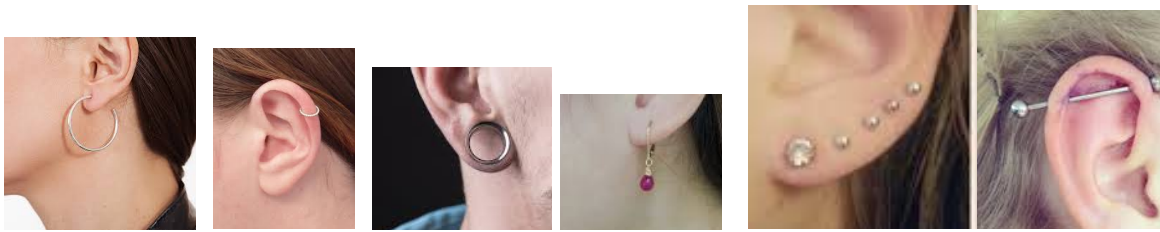
If you borrow a school umbrella, please return it!

Uniform

When entering and leaving, or whilst on the premises, all students must be in full correct uniform or in full correct PE or sports kit. The PE uniform may only be worn for games, PE lessons or appropriate after school activities. Students may not arrive to school nor attend other classes in PE uniform. Students playing sport at lunchtime must wear the BSG PE/House/FOBISIA T-shirt and change at the end of lunch, unless they have PE during Period 4.

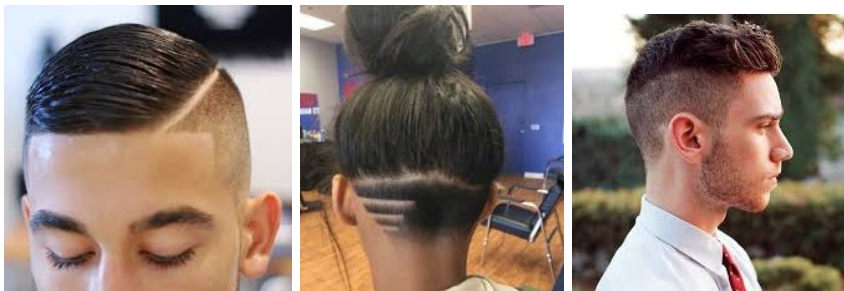
In General, appearance must:

- Support, not disrupt, the learning environment
- Constitute no threat to health or safety
- Be tasteful and unable to be construed as provocative or obscene
- Reflect practices of good hygiene and cleanliness
- Hair should be neat and well kempt
- Extreme hair colours will not be allowed. Hair must be one colour only
- For Health & Safety reasons only the following may be worn in school:
 - Maximum one stud earring in each earlobe.
 - No drop, bar, spacers or hoop earrings shall be worn. These are a safety hazard.



These are NOT permitted

- One discrete bracelet and ring can be worn.
- No body piercing; e.g. nose piercings are not allowed.
- No necklaces can be worn due to safety concerns.
- Hair should be neat and tidy, with no extreme fashion for all Year Groups.



These are NOT permitted

- Watches and studs should be removed for PE (recently pierced ears should be taped over with a plaster - provided by parents). Staff are not permitted to put ear studs back in if the student cannot manage it.
- Watches with phones or listening apps are not allowed in school.
- If a student is taking part in a school event held outside that is likely to increase exposure to sun (Sports Days for example), hats are strongly recommended.
- Shoes must be a single colour, black leather upper. They should be clean and polished. Heels over 1.5cm are not permitted.



These ARE permitted



These are NOT permitted



- Belts should be plain.
- If thermal undergarments are worn, these must be plain black or white in colour and should not interfere with the overall look of school uniform.
- Outside clothing should not be worn inside the school building; this also includes school issued fleeces, coats and hoodies.
- Make-up and nail varnish should not be worn to school.
- Visible tattoos are not acceptable.
- Headphones are not part of the uniform and must not be worn nor seen.



These are NOT permitted

- Students that require special dispensation from following the uniform guidelines must seek prior permission from the Head Teacher.

Please note that we will ask students to remove headphones and inappropriate jewelry. For repeat offences, we will confiscate items until the end of the week or the half-term.

Our uniform shop is located just out front of the school.

Students can also order uniform by placing orders at Nanhu reception **during break time and then pick them up during lunchtime**. An online ordering system also exists. We have a second-hand uniform shop run by our Charity Committee. If you are leaving, please donate any uniform **to the secondary reception** in good condition.

Secondary Summer

Years 7 - 11 Summer

10. Shirt (Boys)



03. Shorts (Boys)



05. Ankle Socks (Boys)



17. Tie



11. Short-Sleeve Blouse (Girls)



12. Skirt (Girls)



35. Sport Socks (Girls)



32. Blazer (Boys)



31. Blazer (Girls)



Years 7 - 11 Winter & Dress

14. Long-Sleeve Shirt (Boys)



18. Trousers (Boys)



32. Blazer (Boys)



05. Ankle Socks



15. Long-Sleeve Blouse (Girls)



12. Skirt (Girls)



31. Blazer (Girls)



17. Tie



06. Wool Jumper



Tights



36. Knee-High Socks (Girls)



Secondary Winter



Years 1 - 13

21. PE Shirt



23. PE Shorts



35. Sport Socks



20. Sports Bag



25. PE Hoodie



26. Track Pants



Swimming & House Attire

30. Swimming Shorts (Boys)



46. Swim Bag



29. Swimming Suit (Girls)



22. House T-Shirts



27 & 28. Swimming Caps



Please note: Girls can wear trousers as part of the normal school uniform but these are not stocked at the uniform shop. Any trousers must be tailored, dark grey, full length – students/parents should check with their Head of Year before wearing.

Sixth Form Dress Expectations

Our expectation is that 6th Form Students follow the general guidelines above and that they dress in a business-like manner.

Boys

- Smart trousers (not jeans or shorts)
- Conventional shirt (long or short sleeve according to preference but tucked in)
- Tie
- Smart shoes
- White, black, grey or navy socks

Girls

- Smart skirt, city shorts, trousers (not jeans) or dress
- Skirts/dresses a maximum of 2 inches above knee
- Shirt or blouse (long or short sleeve are acceptable, as long as they are modest and not extreme)
- Tops – 2 inches maximum below collar bone
- Shoes – Trainers or flip flops are not acceptable
- Modest make-up allowed

Not Permitted

- Denim or denim-effect clothing of any colour
- Combat/camouflage trousers
- Shorts, beachwear, strappy or revealing tops or bare midriffs, t-shirts
- Trainers / Flip-Flops
- No spaghetti tops
- No open-toe shoes are allowed
- No combat boots are allowed
- No slogans are allowed
- Always wear sportswear when doing sports
- No sweats

Please note that, if deemed necessary, including for repeat offenders, 6th Form Students will be sent home to change. Parents will always be contacted first.

Non-Uniform (MUFTI) Days

Non-uniform days are occasionally held during the year for the purpose of celebration and/or raising money for good causes. For a small amount of money, students can wear their own clothing. Though they have choice in what they wear, students must not wear clothing that is inappropriate for school. In particular students must wear:

- Appropriate footwear for technology and science laboratories
- Clothing that is neat and tidy and not in disrepair or exhibiting inappropriate logos or words
- Clothing that is modest (no low-cut, bare-midriff or revealing outfits)
- Skimpy shorts are not allowed
- If timetabled for PE, normal PE kit must be worn

Normal standards for jewellery and make-up will apply. Students are encouraged to enter into the spirit of the day, which is primarily to help others less fortunate (it is not a fashion competition). Students are expected to be considerate of other students at all times.

Visits

Any visitors to school must arrange a visit in advance, unless part of a recognised school event, e.g. Parent-Teacher Conference. Please do not turn up unannounced to see a teacher, as they are likely to be busy.

VLE

We use Moodle as our official VLE. Please ask your child to show you how Moodle works!

Yearbook

The school produces an annual Yearbook which is a wonderful way to celebrate the year. This will be given to your oldest child in June.

APPENDIX 1: Parent, Student & School Charter

At the British School of Guangzhou we promote a partnership between parents, students and teachers in the knowledge that our students' learning opportunities are greatly enhanced by a spirit of mutual trust, collaboration and respect between all parties.

Three promises from the school

- Your child will be inspired by highly qualified professional teachers to develop a 'Lifelong Love of Learning.'
- Your child will be challenged by a world-class curriculum to achieve academic success within a safe and welcoming international environment.
- Your child will attend a school that actively promotes the core values of respect, integrity, commitment and responsibility.

In line with these promises and the school's Core Values, we have expectations for each valued part of our community.

We expect each parent or guardian will:

- Actively support the school, its ethos and core values;
- Work in partnership with administrative and academic staff;
- Inform the school promptly of any concerns and work together to resolve issues appropriately and politely;
- Understand that all children are likely to misbehave at sometime;
- Respond promptly to concerns raised by members of staff;
- Ensure regular and punctual attendance;
- Ensure that children are collected punctually each day;
- Ensure their children wears full school uniform, including PE uniform;
- Ensure their children are equipped to meet the needs of all lessons;
- Understand that sport, including swimming, is a compulsory part of the curriculum;
- Make every effort to attend Parent Evenings;
- Support enrichment programmes, including residential trips;
- Be involved in the life of the school by attending events and offering support to Parent Groups;
- Communicate effectively with the school and work together with staff to resolve any issues or grievances that may arise;
- Understand and respect the need for confidentiality when dealing with sensitive issues;
- Use cameras respectfully during performances or events.

We expect each student will:

- Work to the best of their ability;
- Complete all homework and coursework;
- Be actively involved in learning;
- Achieve regular and punctual attendance throughout the year;
- Respect all members of the school community;
- Be responsible for their own work, behaviour and belongings;
- Follow school rules and be mindful of the reputation of the school;
- Promote our Core Values and act as role models to younger students;
- Take full advantage of enrichment and residential programmes in order to get the maximum benefit of a broad and balanced curriculum;
- Demonstrate appropriate care for school facilities, resources and environment;
- Share issues that are causing them anxiety with tutors or teachers and try to find solutions.

We expect each teacher will:

- Act as a role model to our students, actively promoting our Core Values;
- Go the 'extra mile' to meet the needs of all students,
- Ensure each lesson is challenging and engaging;
- Engage with parents and provide clear progress reports;
- Be prepared to challenge behaviour that is at odds with our Core Values;
- Look for opportunities to celebrate success across all areas of the curriculum;
- Present a professional image at all times;
- Contribute to the wider development of the school;
- Be fully aware of school Health & Safety and Child Protection procedures;
- Effectively communicate with parents and provide opportunities for parental involvement in learning;
- Deal with any questions or issues with integrity while respecting the need for confidentiality when dealing with sensitive issues.

This charter is created with the greater good of our community in mind. Should you have any concerns whatsoever that these expectations are not being met, please make an appointment with us immediately.

With your support we very much look forward to helping your child achieve his or her full potential within an environment we are all proud to support.

Sincerely yours,
Mark Thomas
Principal
The British School of Guangzhou

APPENDIX 2: Unwell Child Guidance

In order to ensure that our school is maintaining high standards of healthy and safety regulations, we would like to provide some guidelines for parents to take note of with regards to keeping your child at home from school due to illness.

High temperature

If your child has a raised temperature – anything over 37.5°C – they should stay off school.

When can they go back to school?

When the temperature returns to normal for 24 hours, then it's fine for your child to go back to school as long as they don't have any other symptoms.

Headache

Lots of things can cause mild headaches, from tiredness to eye-strain. If your child has a headache that persists or is severe though, you should always consult your GP.

When can they go back to school?

Your child doesn't need to miss school because of a mild headache. If it's a recurring problem or is accompanied by other symptoms, you should consult your GP.

Vomiting and diarrhoea

If your child is feeling queasy or has tummy ache, but this passes, you can send them to school. You should, however, flag up any concerns with the teacher and make sure the school has your contact details.

If your child actually vomits, you'll need to keep them off school for at least 24 hours, even if they appear to feel better. The same is true for an episode of diarrhoea.

Most cases of vomiting or diarrhoea pass with rest and rehydration, but if your child seems very unwell, contact your GP.

When can they go back to school?

Your child cannot return to school until 24 hours have passed without any vomiting or diarrhoea.

Cough, minor cold or sore throat

If your child has a cough or a sore throat but no other symptoms, then they are probably fine to go to school. However, if they have a raised temperature, are drowsy or get the shivers, keep them off school.

When can they go back to school?

Give your child 24 hours after symptoms subside before sending them back to school.

Rashes

Children can get rashes for all sorts of innocent reasons, from heat rash to a change of washing powder, but they can also be a symptom of a more serious problem like measles or chicken pox.

If you are in any doubt, or the rash is accompanied by your child feeling rundown, hot or nauseous, keep them off school and see your GP.

When can they go back to school?

It's best to get your GP's guidance here.

With chickenpox, the spots may take a couple of weeks to disappear, but your child is fine to go back to school once the spots have crusted over and dried up completely. This tends to be around one week after the first spots appear, but it can vary.

Infective Conjunctivitis

Conjunctivitis, or "pink eye" happens when the conjunctiva of the eye becomes inflamed. The eye can become red or pink, swollen, and irritated, and there may be mucus. Infective conjunctivitis can be highly contagious. Children with conjunctivitis should not go to school or day care until their eyes are better.

When can they go back to school?

It's best to return to school if the obvious symptoms of pink eye no longer are present — usually in three to seven days.

Mumps

Mumps is a contagious disease caused by a virus. It typically starts with a few days of fever, headache, muscle aches, tiredness, and loss of appetite, followed by swollen salivary glands.

When can they go back to school?

Children with Mumps should stay at home for 9 days after onset of swelling.

Keep in touch with your child's school

If your child needs to stay at home, call the school's receptionists or email your child's class teacher as early as you can that day. Please hand in a doctor's note once your child is back at school, if your child is very ill or diagnosed with contagious disease or off for some time.