



THE BRITISH SCHOOL
OF GUANGZHOU
A NORD ANGLIA EDUCATION SCHOOL

Moving to Secondary School

A Guide for Parents

"Year 7 is an exciting time for students, as they start to become a lot more independent."

Welcome to Secondary School

As a parent, you are approaching one of the most significant landmarks in your child's life, the move from Primary to Secondary education. As a father of two daughters, I remember this time well. I understand how you feel and some of the concerns you may have regarding this transition. Thinking back, what was most important was for my daughters, now at University having both graduated from Nord Anglia Schools, was to be fully informed of the changes ahead. I hoped that they would feel supported and excited for the move into 'the big school'!

As parents, you will also need to be prepared for the changes that are coming in the near future. The way that our students learn in school today looks very different from the way it was when we were at school. As part of our educational culture at BSG, we have an equal focus upon how your child learns, not just what they learn. Our teachers are always finding new and exciting ways to develop our students' skills and attitudes, as well as building knowledge and understanding of curricular content.

One of the real strengths of BSG is that we believe respect and responsibility are important. This is evident as your child undergoes the transition from Primary to Secondary education. We want our Year 6 students to be excited about the year ahead and we acknowledge the excellent foundations that they have built in their Primary years. By working with our Primary colleagues, our Secondary Transition Team will ensure the move into Year 7 is as smooth as possible.

Year 7 can be daunting for both students and parents! We expect students to be more independent and to take more responsibility for their own learning. This presents challenges, especially with organisation – a skill where we are ready to offer students support. They will have more teachers, more subjects, more books and more homework. Perhaps more importantly, they will have more choices - this is an area the students may find most difficult. Making wise choices is a skill that is developed over months and years, not overnight!

Of course, settling concerns are to be expected - certainly during the first few weeks and months of Year 7. With my own daughters, I recall that during this time it was mainly small worries - bags, lockers, homework – this is all to be expected! The key is clear communication and this handbook is one part of a process that helps to explain the transition ahead. There are many teachers and support staff here to help both students and parents who are new to the Secondary School so please feel free to contact us at any time.

For now – welcome to the Secondary School and enjoy the exciting times ahead!

Mr. Paul McConnell
Head of Secondary



欢迎加入中学

作为家长,您将迎来您孩子校园生活中意义重大的转折点,即从小学升上初中。作为两个女儿的父亲,我清晰地记得我在女儿们“小升初”时的心情。因此,我非常理解家长们对孩子在这个过渡时期的担忧。如今,我的女儿们都已经从诺德安达教育集团下的学校毕业且就读于大学,但回忆起当时,对她们而言最重要的是能否充分了解未来的变化,而我则希望她们能感受到加入“大学校”的兴奋以及得到正确的帮助。

在“小升初”这个过程中,作为家长,您还需要为即将到来的变化做好准备。如今孩子们在学校学习的方式,显然和我们的读书时代很不一样。作为BSG嵌入式教育理念的一部分,我们不仅仅关注学生们学到什么内容,亦同样重视学生们如何学习。在BSG,老师们不断研究新的有趣的教学方法,在帮助学生们获得新的知识和学问的同时,亦习得正确的学习方法和学习态度。

在BSG,我们确信尊重及责任心是很重要的。在您的孩子在从小学过渡到中学的过程中,您将感受到这一点。在希望6年级的学生能以兴奋的心情加入中学并对中学生涯充满期待的同时,我们亦很肯定他们在小学打下的基础和取得的优良成绩。通过与小学老师合作,负责帮助6年级学生过渡的中学老师们将帮助孩子们尽可能顺利地过渡。

7年级对学生和家长们都可能是极具挑战的!我们期望学生们在7年级更加独立,并对自己的学习负更多的责任。这将给学生带来各种挑战,尤其是对组织能力的挑战。而我们已经准备好向孩子们提供相关的帮助。相对于小学,学生们将面对更多的老师、科目、书本和作业。或许更重要的是,他们将拥有更多的选择 - 这有可能是学生们觉得最难的一点。学会如何作出一个明智的抉择,并非一蹴而就的事情,需要日积月累的锻炼。

可以预见的是,孩子们在7年级的起步阶段甚至更长的时间里,将面临各种从小学过渡到初中的问题。记得我的孩子们刚就读7年级时就遇到关于书包、书包柜、作业等各种小问题,而这些都是学生们刚升上初中时可能遇到的问题。解决问题的关键在于清晰的沟通,而这本手册也能向您更好地说明接下来的‘小升初’的安排。如果学生或家长在这方面有需要帮助的,欢迎随时与中学老师或教辅人员联系。

现在,欢迎加入中学!开启美丽的新篇章!

Mr. Paul McConnell
Head of Secondary



중고등부에환영합니다

여러분은 학부모로서 자녀분 인생에 가장 중요한 시기 중 하나인 초등학교에서 중학교로 진학하는 시점을 앞두고 계십니다. 저 역시 딸 두명의 아버지로서, 그 시간을 생생하게 기억하고 있습니다. 저는 부모님들께서 이 변화에 대해서 어떻게 생각하시고 어떤 걱정을 갖고 계시는 지 잘 알고 있습니다. 다시 생각해 보면, 노드 앵글리아 학교를 졸업하고 현재 대학교에 재학 중인 제 딸들에게 가장 중요했던 것은 이 변화가 발생할 것을 명확히 알려 준 것입니다. 저는 그들이 “큰 학교”에 진학하는 것에 대해 지원을 받고 신난 느낌을 받을 수 있으면 했습니다.

여러분은 학부모로서 가까운 미래에 발생할 변화에 대해서 준비가 되어 있어야 합니다. 현재 학생들이 학교에서 공부하는 방식은 우리가 학교에 다녔을 때와 많이 달라 보입니다. BSG 교육문화의 한 부분으로, 저희는 자녀분이 무엇을 공부하는지 뿐만 아니라 어떤 방식으로 공부하는지에 대하여 동일하게 초점을 둡니다. 본교 교사들은 학생들의 능력과 태도, 또한 지식 습득과 교과정 내용의 이해력 향상을 위한 새롭고 신나는 교육 방법을 지속적으로 찾고 계십니다.

BSG의 진정한 장점 중 하나는 존중과 책임이 중요하다고 믿는 것입니다. 이는 자녀분이 초등학교에서 중학교로 진학하는 과정 중에 확인하실 수 있습니다. 저희는 Year 6학생들이 다가올 학년을 기대하고 있기를 바라며, 그들이 초등학교에서 이미 훌륭한 기반을 갖췄다는 것을 인지하고 있습니다. 저희 중고등부 진학팀은 초등부 교사들과 협력하여 학생들이Year 7으로 유연하게 진학할 수 있도록 노력할 것입니다.

Year 7은 학생들뿐만 아니라 부모님들에게도 부담스러운 시기일 수 있습니다. 저희는 학생들이 보다 독립적으로 본인의 공부에 더 많은 책임감을 갖을 것을 기대합니다. 특히 학습계획 수립은 도전이 될 수도 있습니다. - 저희는 학생들에게 도움이 될 관련 지원을 준비해 두었습니다. 학생들은 더 많은 선생님, 더 많은 과목, 더 많은 교과과 숙제를 갖게 될 것입니다. 무엇보다, 학생들은 더 많은 선택권을 갖게 될 것이며, 이는 학생들이 가장 어려워 하는 부분이기도 합니다. 현명한 선택을 하는 것은 하루 아침이 아니라 많은 세월이 걸쳐 발전되는 기술입니다.

물론, Year 7의 첫 몇 주, 몇 달 동안은 어려움을 겪게 될 것입니다. 제 딸들 같은 경우, 이 때에 주로 사소한 걱정들 (가방, 로커, 숙제)을 했었습니다.- 이는 모두 가질 수 있는 일반적인 고민입니다. 명확한 소통이 해결방안이며, 다가올 진학 안내에 도움을 드리고자 준비한 본 핸드북이 그 소통 방법의 하나입니다. 저희 학교의 많은 교사진과 직원들은 중고등부에 새로 오신 학생들과 학부모님들께 도움을 드릴 준비가 되어 있으니 필요하시면 언제든지 연락 주십시오. 다시 한번 저희 중고등부에 오신 것을 환영하며 재미있는 학교생활을 즐기시길 바랍니다.

What are the differences between Primary and Secondary?

The Curriculum

In Year 7, your child will be introduced to a number of new subjects compared to their primary timetable. Each subject is taught by a specialist teacher, meaning that your child will see up to 11 teachers (and their tutor!) every week. For most subjects, your child will be taught in their tutor group. However, for English and mathematics, students are grouped according to current attainment.

The Year 7 Timetable consists of:

| Subject | Lessons | Subject | Lessons | Subject | Lessons |
|---------|---------|-----------|---------|------------------|---------|
| English | 3 | Geography | 1 | Computer Science | 1 |
| Maths | 3 | Music | 1 | Languages | 2 |
| Science | 3 | Art | 1 | PE | 2 |
| History | 1 | Drama | 1 | PSHE | 1 |

The EAL Programme

EAL students will follow a slightly different timetable as they will be studying with the EAL department for 5 lessons, during English, History and Geography sessions. This intensive course will allow students to develop English for Academic Purposes to support their learning in other subjects. When they graduate from this programme, students will access the full curriculum.

Homework

When asked about the one aspect of Secondary that students are most worried about before they arrive, the majority mention homework. And it is a significant challenge for our Year 7. However, to help students settle, BSG has introduced the 'Year 7 Homework Transition Programme' where the number of subjects that students receive homework for increases over the first term. This is to allow students to adjust to the additional challenges of secondary school without overwhelming them with a full homework timetable. Initially, students will receive slightly more homework than in the primary phase and this will increase over time. Parents will be informed by email about the changes to the homework programme and given advice on how to support at home.

The key differences that students may notice in secondary are that:

- Details of homework are not emailed to parents.
- Homework is set on different days of the week according to the timetable.
- Homework handing in dates are set according to the timetable.
- More homework is set.

The Tutor

In primary, each student has a class teacher who is responsible for the academic learning of a student, as well as their pastoral care. However, in the secondary school students have a form tutor who they will only see for morning and afternoon registration periods. The form tutor will monitor the overall academic performance of a student in their tutor group, and during registration periods will carry out target setting activities after each report cycle. The tutor will also teach PSHE (Personal, Social and Health Education) lessons.

Head of Year

Mrs Denica Howell is the Head of Year who is responsible for the pastoral care of all students in Year 7. In secondary, pastoral care is overseen by the Assistant Head of Secondary, Mrs Helen Russell.

Behaviour and Rewards: MBIs and Merits

In the secondary school students are awarded merits which the teacher will log on iSAMS (our pupil management system). The form tutor will review the merits awarded each week during afternoon registration time. During this time, students will have an opportunity to record these in their diary. Merits can be awarded for positive behaviour in many areas; from displaying excellent subject knowledge or completing homework, with high levels of commitment to displaying a Core Value such as integrity or respect.

To enable form tutors to get a better picture of a student's overall behaviour, as well as awarding merits, teachers will also record MBIs (minor behaviour incidents) for students on iSAMS. As with the merits, tutors will talk through these with students once a week and students will record these in their diaries so that parents can check. MBIs also allow the Head of Year to observe patterns in student behaviour, and we can intervene and support the student.

iPads

Students in KS3 have an individual iPad as they do in Year 6. The Pastoral Team make regular checks to ensure that iPads are being used in an appropriate way. At the beginning of the academic year, students will receive a list of apps that they should have downloaded on their iPads.

Students are not allowed to use their iPads during break and lunchtime unless they have permission from a teacher to do so, as we believe that a student's break and lunch time should be spent socialising with other students or playing games.





Communication

In secondary, you will no longer receive a weekly PATH email but there are other ways that we communicate with parents about what is happening in school:

- **A weekly bulletin** is emailed home by the Head of Secondary, which details what has happened during the week and also gives notice of future events for the upcoming week.
- **Academic Reports** will be issued throughout the school year which are also available to view on the iSAMS parent portal. You will be given a personal log-in to be able to access these online.
- Parents will get an opportunity to meet with their child's teachers as well as their form tutor during the **Parent Teacher Conferences** that take place twice a year.
- There are also numerous other formal and informal **events** that give parents the opportunity to be involved in school life and meet with staff. Events this year have included:
 - ~ Welcome Barbecue
 - ~ Arts Celebration Evening
 - ~ International Day
 - ~ Musical Performances at Taikoo Hui
 - ~ Secondary Production
 - ~ A Level and iGCSE Art Exhibitions
 - ~ Curriculum Option Evening
 - ~ Presentations from visiting universities from Europe, America and Asia.
 - ~ Quarterly Secondary Parents Representative Group Meetings
 - ~ Speech Day

We encourage you to read the weekly bulletin and sign-up to the Schools WeChat account to keep up to date with what is going on at BSG.

Contacting Us

Your child's form tutor should be the first person you contact if you have any questions or issues that need addressing, by either a student or parent.

Email is the preferred method of contact as it is often difficult to reach a teacher by telephone during the school day. We aim to reply within one working day.



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Developing Independence

There are many differences between primary and secondary but the most significant one is the need to be independent. It is a time when parents naturally start to offer more independence, if they have not already done so. As part of their daily lives, Year 7 students are expected to:

- Read the daily bulletin and note any important information in the homework diary.
- Read every day and use Accelerated Reader to log progress.
- Pack a bag with correct equipment for each day, including homework.
- Write homework in the homework diary, including the handing in date.
- Organise equipment during the school day.
- Organise personal time so homework can be successfully completed.
- Use a locker effectively so heavy bags are not carried around campus.
- Be proactive and seek help from teachers.

Of course, all of our Year 7 students will start at different points in their journey towards independence. Furthermore, we understand that parents know their child best. Some Year 7 children require more support than others - and there is no problem continuing to support until they are ready to go solo. And while we will be doing all we can at School to help them navigate the challenges, here are a few suggestions for home:

1. Checking the homework diary

We ask parents to sign the homework diary each week so they are informed of homework, merits and any issues. You can support your child by checking the homework diary frequently over the first half term. They should be writing down the subject, the details of the homework and the handing in date.

2. Packing a bag

In secondary, students will need to organise their own resources during the day. One problem we regularly witness is the student who brings every single exercise and textbook to school each day. Their bag is extremely heavy – which is not good for physical development. To help, you could:

- Check your child's bags daily to make sure your child is bringing the equipment they need for that day, including any homework that they need to submit.
- Create a daily packing list so your child will know what to pack for each day.

3. Build relationships with teachers

Encourage your child to deal with minor issues with teachers on their own in the first instance. Forgetting to bring equipment, problems with an iPad or just not fully understanding can all be dealt with by approaching the teacher before the lesson – at break or lunchtime. Rehearsing what to say is useful. If your child feels that they can't directly approach the teacher, help them to write an email to explain the situation or ask for help. Of course, if you have any concerns, we are more than happy to help too.



4. An Appropriate Working Environment

At the start of Year 7, your child may need help in planning their personal time to complete their homework so that it fits around any other activities, in which they participate. You may wish to create a schedule, setting aside homework time. It is also important that Year 7 students have an appropriate environment to complete their homework. A personal space to complete homework, with good lighting, is best.

5. Meeting deadlines

A significant change for your child is the fact that each teacher will set different deadlines for the submission of homework, unlike primary when homework must be handed in by Friday. While students do experience some change in Term 3 of Year 6, in the early months of Year 7, this can cause some anxiety as students find this adjustment challenging.

To support your child, close monitoring of the homework diary will help them to make sure that they are well organised.

Check that your child has everything they need for that day, including homework.



What Happens When Things Don't Go To Plan?

Concerns and Queries

Your first contact should always be your child's tutor. If the issue is related to an academic subject then the teacher or the Head of Department for that subject should also be contacted. Email is the preferred method of communication.

Absence from School

Planned Absences

We strongly value good attendance and have long holidays that support family travel. However, we understand that there are times when absences are unavoidable. If an absence is known in advance, please contact your child's form tutor one week prior to ask for a leave of absence form. This form should then be returned to the Deputy Headteacher for Secondary for authorisation.

Illness

If the absence is not known in advance due for example sickness then the form tutor and our academic secretaries should be emailed on the day of absence.

Feeling Sick At School

We have a secondary school nurse who has an office on the ground floor of the secondary building. Students who feel unwell during the school day can seek permission from their class teacher to see the secondary school Nurse. If they are unwell during morning or lunch break, students can see the nurse without this permission. If the nurse feels that a student is not well enough to continue with school that day, then the school will contact home using the emergency contact details that are stored on iSAMS. Under no circumstances should students contact home themselves.

Leaving School throughout the day

If your child needs to leave the school before the end of the school day, then their form tutor should be informed in advance. Students then need to collect a 'Early Leaving Slip' from the secondary reception to have signed by the form tutor. If a student is leaving early due to illness then this will be signed by a member of the pastoral team. Students will not be allowed to leave the school site without a signed permission slip.

Forgetting Homework or Equipment

Forgetting homework or equipment will result in a student receiving an MBI. This way the form tutor is able to get an overall picture and spot when there may be a problem and offer support to the student. Forgetting to hand in homework twice to the same teacher will result in a lunchtime detention.



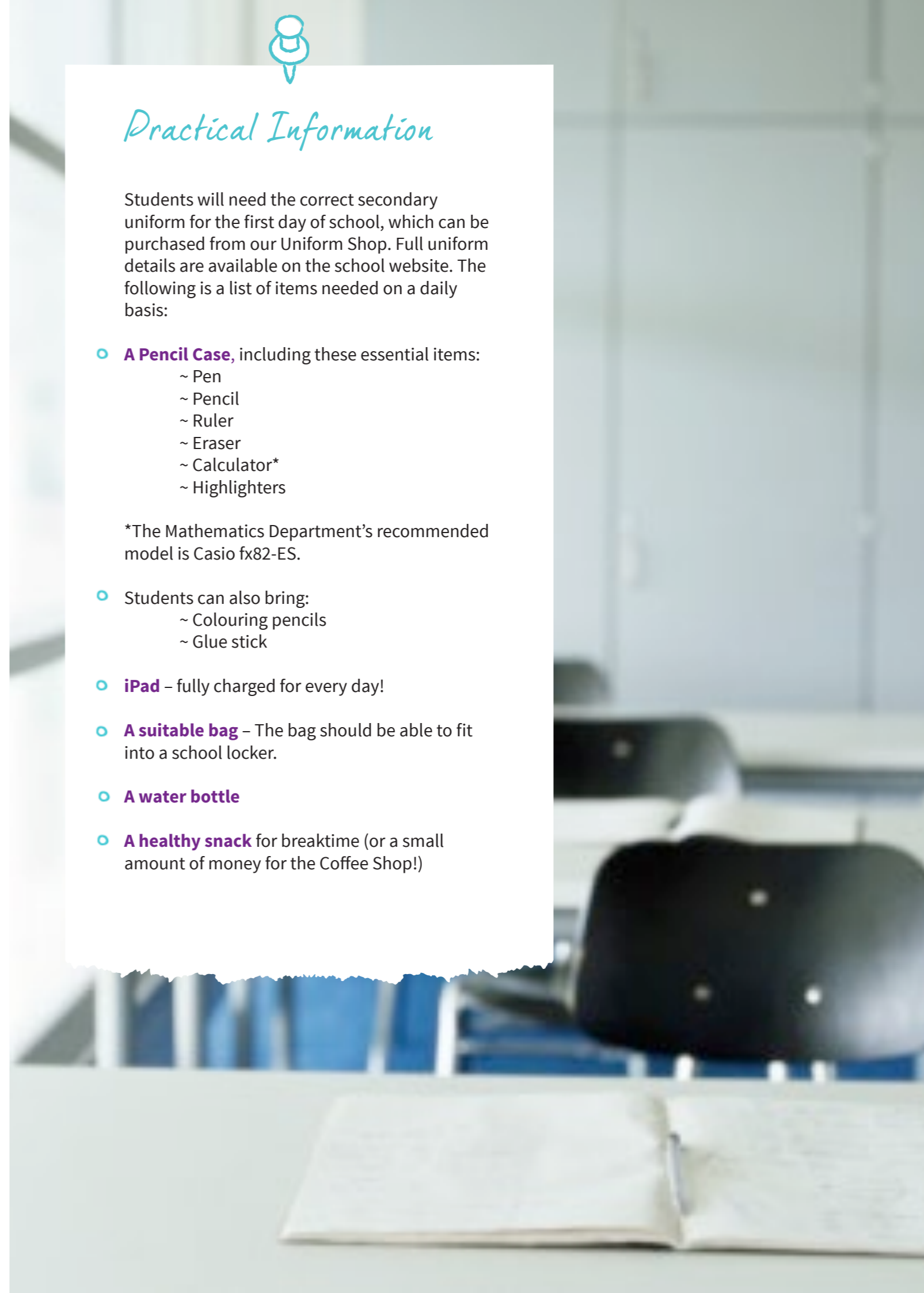
Practical Information

Students will need the correct secondary uniform for the first day of school, which can be purchased from our Uniform Shop. Full uniform details are available on the school website. The following is a list of items needed on a daily basis:

- **A Pencil Case**, including these essential items:
 - ~ Pen
 - ~ Pencil
 - ~ Ruler
 - ~ Eraser
 - ~ Calculator*
 - ~ Highlighters

*The Mathematics Department's recommended model is Casio fx82-ES.

- Students can also bring:
 - ~ Colouring pencils
 - ~ Glue stick
- **iPad** – fully charged for every day!
- **A suitable bag** – The bag should be able to fit into a school locker.
- **A water bottle**
- **A healthy snack** for breaktime (or a small amount of money for the Coffee Shop!)



Contact us

The British School of Guangzhou
983-3 Tonghe Road, Baiyun District,
Guangzhou, 510515

Email

admissions@bsg.org.cn

School Website

www.bsg.org.cn

General Enquiries

+86 (0)20 8709 4788

