

# ORIENTATION PROGRAMME

2014-2015 PRIMARY



10  
YEARS

## AS PART OF ORIENTATION PLEASE ENSURE YOU COMPLETE THE FOLLOWING:

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

### NOTE

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



# ORIENTATION DAYS FOR NEW STUDENTS

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

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

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

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

Please note that our staff tend to be very busy on these days, planning, preparing and setting up children's learning environments and, due to the remodelling and the work going on in the Primary building, this will be even more the case this year. Please help us by coming only at your allocated time. If you cannot make the allocated times, please let us know and we will try our very best to make other arrangements to see you and make sure that you are ready to start.

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

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

# ORIENTATION DAYS FOR NEW STUDENTS

## YEAR 3&4

TIME	THURSDAY 21 AUGUST
8:45AM – 9:00AM	WELCOME TO THE PRIMARY CAMPUS – WELCOME BY THE SCHOOL'S LEADERSHIP TEAM
9:00AM – 12:00PM	CLASS TEACHERS AVAILABLE TO MEET PARENTS AND CHILDREN

## EYC (PRE-NURSERY, NURSERY & RECEPTION)

TIME	FRIDAY 22 AUGUST
8:45AM – 9:00AM	WELCOME TO THE PRIMARY CAMPUS – WELCOME BY THE SCHOOL'S LEADERSHIP TEAM
9:00AM – 12:00PM	CLASS TEACHERS AVAILABLE TO MEET PARENTS AND CHILDREN

## YEAR 1&2

TIME	THURSDAY 21 AUGUST
12:45PM – 1:00PM	WELCOME TO THE PRIMARY CAMPUS – WELCOME BY THE SCHOOL'S LEADERSHIP TEAM
1:00PM – 4:00PM	CLASS TEACHERS AVAILABLE TO MEET PARENTS AND CHILDREN

## YEAR 5&6

TIME	FRIDAY 22 AUGUST
12:45PM – 1:00PM	WELCOME TO THE PRIMARY CAMPUS – WELCOME BY THE SCHOOL'S LEADERSHIP TEAM
1:00AM – 3:30PM	CLASS TEACHERS AVAILABLE TO MEET PARENTS AND CHILDREN

# ORIENTATION DAYS FOR EXISTING STUDENTS

## YEAR 1&2

<b>TIME</b>	THURSDAY 21 AUGUST
9:00AM – 12:00PM	CLASS TEACHERS AVAILABLE TO MEET PARENTS AND CHILDREN

## YEAR 5&6

<b>TIME</b>	FRIDAY 22 AUGUST
9:00AM – 12:00PM	CLASS TEACHERS AVAILABLE TO MEET PARENTS AND CHILDREN

## YEAR 3&4

<b>TIME</b>	THURSDAY 21 AUGUST
1:00PM – 4:00PM	CLASS TEACHERS AVAILABLE TO MEET PARENTS AND CHILDREN

## EYC (PRE-NURSERY, NURSERY & RECEPTION)

<b>TIME</b>	FRIDAY 22 AUGUST
1:00PM – 3:30PM	CLASS TEACHERS AVAILABLE TO MEET PARENTS AND CHILDREN

# OTHER IMPORTANT INFORMATION

## SCHOOL UNIFORM

The uniform shop, which is located in the primary school, is open from Monday 18 August, from 9:00am to 3:30pm. Buying uniform before the orientation days is highly recommended as the two orientation days can be very busy.

During the orientation days on 21 and 22 August, we will be supplying uniform from the primary school sports hall, on the second floor of the primary campus.

This allows us to serve lots of people quickly. We will be open between 8:00am and 4:00pm on Thursday 21 August, and again between 8:00am and 4:00pm on Friday 22 August.

We highly recommend that you buy black school shoes before you come to China, as they can be quite difficult to source here.

## SCHOOL BUSES

If you would like to reserve a seat for your son or daughter on one of our school buses, please email us at [schoolbus@bisspuxi.com](mailto:schoolbus@bisspuxi.com) or contact 5226 3211 ext. 1613, as early as possible.

We will need to know your local contact details in Shanghai as soon as you know them (such as detailed address, home number and local mobile etc.) Please kindly send the above information by Friday 15 August 2014, if possible, as this will allow us to have timings for buses worked out for the first day of the new term. Our school bus monitor will phone you to discuss pick up and drop off points before the start of term.

## LUNCH CARDS

School lunch cards can be purchased in our dining hall on the orientation days. Pupils are allocated a smart card and parents are asked to credit the card at the start of the term; a minimum start up balance of 500RMB is required.

This can be topped up during the school term. Please be aware that our catering company cannot accept credit or debit cards. Payment can be made by cash (RMB) or by bank transfer (details of bank account can be provided at orientation day). Primary students do not keep their own cards; these are held in the dining hall and payments are deducted automatically according to their daily attendance.

## CONTACT DETAILS

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

## EXTRA CURRICULAR ACTIVITIES (ECAs)

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

## EMAIL SUBSCRIPTION SERVICE

It is very important that you subscribe to our newsletter service as we use this to send you information during the school year.

We cannot subscribe for you – you have to do it yourself to guarantee that your internet provider will accept our emails, but please let us know if you need any help.

We hope that this information helps; we should be able to answer any further questions that you have on the orientation mornings. However, should you require any further assistance before term starts, please feel free to contact us.

The best person to get in touch with is probably Ms. Echo Li, PA to the Head of Primary. She can be phoned on +86 21 5226 3211 ext. 1661 or emailed at [ec-li@bisspuxi.com](mailto:ec-li@bisspuxi.com).

There is also the Primary Parent Handbook which can be found on our school website which has lots of details too.

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

With best wishes,

Niki Meehan,  
*Head of Primary*

Keeping you connected.

INSPIRING LEARNERS . SHAPING DESTINIES . CHANGING THE WORLD

[www.bisspuxi.com](http://www.bisspuxi.com)