



THE BRITISH SCHOOL  
OF BEIJING, SANLITUN  
A NORD ANGLIA EDUCATION SCHOOL



# TOGETHER AGAIN

OVERVIEW OF THE BSB SANLITUN PLAN  
TO REOPEN FOR THE 2020-2021 SCHOOL YEAR

*August 2020 Communication*

Dear Parents,

It is with great pleasure that I welcome you to our new school year at BSB Sanlitun! These past months have tested all of us in our school community and it is vital now that we regroup and set ourselves up for a successful and happy year at BSB.

Our priority of course is for the health and well-being of our students, staff and families. This document sets out a number of important ways in which we have prepared the school and the learning environment, both virtual and face-to-face, in order that pupils can return to school in a safe and well-organised manner. There is a great deal of information here so do please take your time in reading it and don't hesitate to contact us should you have any questions at all.

Things may look a little different for a while whilst we get back to our normal routines and our teachers return to Beijing, but I am confident that we will quickly hit our stride as a school and continue to be a vibrant place of learning and enquiry where every pupil matters.

Please enjoy reading this document and I look forward to seeing you in Sanlitun very soon!

With best wishes.

Sincerely,

**JOHN BRETT**

*Principal*

[john.brett@bsbsanlitun.com](mailto:john.brett@bsbsanlitun.com)



# CONTACT INFORMATION

USEFUL CONTACT NUMBERS		
General Enquiries	85311999	
Director of Admissions and Marketing - Majella O Doherty	85311911	majella.odoherty@bsbsanlitun.com
Admissions Officer - Jojo Zhou	85311916	jojo.zhou@bsbsanlitun.com
Admissions Officer - Olesya Sedysheva	85311985	olesya.sedysheva@bsbsanlitun.com
Head of Student Services - Angela Xu	85311933	angela.xu@bsbsanlitun.com
Bus Coordinator - Emma Li	85311939	sltbus@bsbsanlitun.com
School Uniform Shop	85311924	www.zaoschoolwear.com/bsb-sanlitun Password: 123456
Finance Officer - Addie Zhang	85311928	addie.zhang@bsbsanlitun.com
Primary Reception - Ping Yuan	85311920	receptionslt@bsbsanlitun.com
Early Years Reception - Yanyan Sun	85311980	receptionsltey@bsbsanlitun.com

BSB SANLITUN LEADERSHIP TEAM		
Principal	John Brett	john.brett@bsbsanlitun.com
Head of Primary	Anne Marie Nield	annemarie.nield@bsbsanlitun.com
Head of Early Years	Kirsten Harding	kirsten.harding@bsbsanlitun.com
Director of Admissions and Marketing	Majella O Doherty	majella.odoherty@bsbsanlitun.com
Assistant Head of Early Years	Charmaine Brown	charmaine.brown@bsbsanlitun.com
Assistant Head of Primary	Anita Citeroni	anita.citeroni@bsbsanlitun.com

WEBSITE
Our school website address is: <a href="http://www.bsbsanlitun.com">www.bsbsanlitun.com</a>

# OPENING ARRANGEMENTS

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We will be opening the BSB Sanlitun School Campus in a phased return from Monday 31 August. The schedule is as follows:

DATE	YEAR GROUP (PRIMARY)
MONDAY 31 AUGUST	Year 1
WEDNESDAY 2 SEPTEMBER	Year 5 and Year 6
MONDAY 7 SEPTEMBER	Year 2
TUESDAY 8 SEPTEMBER	Year 3
WEDNESDAY 9 SEPTEMBER	Year 4

DATE	YEAR GROUP (EARLY YEARS)
TUESDAY 8 SEPTEMBER	Reception - Dolphins & Whales
WEDNESDAY 9 SEPTEMBER	Reception - Sealions & Turtles
MONDAY 14 SEPTEMBER	Nursery - All returning children
TUESDAY 15 SEPTEMBER	Nursery - New Starters (Angel Fish & Clown Fish)
WEDNESDAY 16 SEPTEMBER	Nursery - New Starters (Butterfly Fish & Rainbow Fish)
WEDNESDAY 16 SEPTEMBER	Tadpoles and Pre-Nursery 9 - 11am
MONDAY 21 SEPTEMBER	Tadpoles and Pre-Nursery Full/Half Days

# HEALTH AND SAFETY

- **1 SCREEN** | All individuals coming on campus are subject to health and temperature checks
- **2 CLEAN** | Regular disinfecting and deep cleaning of areas in, during, and after use
- **3 HYGIENE** | Regular handwashing and availability of hygiene supplies
- **4 DISPOSE** | Proper disposal of PPE and used cleaning supplies
- **5 DISTANCE** | Maintenance of grouping size and separation guidelines

SEE NEXT PAGE FOR MORE DETAILS



# RE-OPENING PLAN - HEALTH AND SAFETY PROCEDURES

## SCREEN

- Community education on self monitoring of possible COVID-19 symptoms
- Staff, students, and parents be on alert for any symptoms of COVID-19 and will be required to stay at home if not feeling well
- Staggering arrival/dismissal times to limit contact and exposure
- Designated staff members for student check in
- Health/temperature screenings will be conducted daily for all staff, students, and visitors
- Any person exhibiting symptoms of COVID-19 on campus will immediately be brought to an isolation area and our COVID-19 Response Plan will be implemented by the school nurse or designated person
- Support for students who are on self-quarantine following travel to high-risk areas or who cannot return to campus due to screening

## CLEAN

- Education on scheduled cleaning during school day
- Minimize use of shared supplies
- Adherence to government recommendations for proper cleaning and enhanced sanitation procedures of our facility
- Disinfection protocols for high use areas scheduled through the school day and each evening

## HYGIENE

- All staff and students will be required to wear masks while on campus until further notice
- Masks will be mandatory during teaching, class change, morning drop-off and afternoon pick-up.
- Community education on correct personal hygiene, (handwashing, coughing and sneezing properly)
- Signage on handwashing
- Increased availability of supplies to support healthy hygiene guidance
- Additional sanitizer stations added throughout the school building
- Visitors are required to wear masks while on campus

## DISPOSE

- Education on proper personal protective equipment (PPE) usage and disposal
- Signage throughout campus on PPE usage and disposal

## DISTANCE

- Guidelines for social distancing
- Signage throughout campus on social distancing
- Current social distancing guidelines will be monitored and enforced in common areas
- Capacity limits will be placed on common areas such as shared restrooms and the canteen.
- Students seating will be arranged to maximize social distancing

# SCHOOL DAY - EARLY YEARS AND PRIMARY

<p><b>KEY REQUIREMENTS</b></p>	<ul style="list-style-type: none"> <li>• Good hand hygiene should be practiced – washing hands and using hand sanitiser as appropriate.</li> <li>• Children must wear their masks on their way to and from school.</li> <li>• Masks must be worn at all times inside the building until further notice, Early Years children are not required to wear masks in the classroom.</li> <li>• Parents are asked to provide sufficient masks during school day for their child.</li> <li>• School day will run between 8.30am – 3.30pm</li> <li>• Areas used will be disinfected throughout the day by cleaning staff.</li> </ul>																																																						
<p><b>PRE-OPENING</b></p>	<ul style="list-style-type: none"> <li>• Staff and students returning from overseas should provide their 14 days temperature check, Green Health Kit code and negative nucleic acid test result issued within the last 7 days after their centralised quarantine is complete.</li> <li>• Staff and students should ensure that they have recorded their temperature for 14 days on the form that is sent to parents.</li> <li>• Staff and students should bring the temperature record sheet with them on the first day of return.</li> <li>• Staff and students should confirm on the record sheet that all their family members are healthy and have not shown any symptoms of Covid-19.</li> <li>• If any staff or student who is sick or not feeling well, please stay at home and return later when feeling better.</li> </ul>																																																						
<p><b>SCHOOL DAY</b></p>	<p>The schedule below shows roughly how the school day will run. There will be an additional break in the afternoon, to allow KS2 children to have fresh air and remove their masks.</p> <table border="1" data-bbox="511 814 896 1295"> <thead> <tr> <th colspan="2">Primary</th> </tr> <tr> <th>Lesson</th> <th>Timing</th> </tr> </thead> <tbody> <tr> <td>Registration &amp; Morning Check</td> <td>08.10 - 08.30</td> </tr> <tr> <td>Period 1</td> <td>08.30-09.30</td> </tr> <tr> <td>Period 2</td> <td>9.30-10.30</td> </tr> <tr> <td>Break</td> <td>10.30-10.50</td> </tr> <tr> <td>Period 3 &amp; Mid-Morning Check</td> <td>10.50-11.50</td> </tr> <tr> <td>Lunch</td> <td>11.50-12.40</td> </tr> <tr> <td>Period 4</td> <td>12.40-13.15</td> </tr> <tr> <td>Period 5</td> <td>13.15-14.15</td> </tr> <tr> <td>Break</td> <td>14.15 - 14.30</td> </tr> <tr> <td>Period 6</td> <td>14.30-15.15</td> </tr> <tr> <td>Pack up / buses</td> <td>15.15-15.30</td> </tr> </tbody> </table> <table border="1" data-bbox="976 814 1383 1295"> <thead> <tr> <th colspan="2">Early Years</th> </tr> <tr> <th>Lesson</th> <th>Timing</th> </tr> </thead> <tbody> <tr> <td>Registration &amp; Morning Check</td> <td>08.15 - 09.00</td> </tr> <tr> <td></td> <td>8.15 Reception</td> </tr> <tr> <td></td> <td>8.30 Nursery</td> </tr> <tr> <td></td> <td>8.45 Pre-Nursery</td> </tr> <tr> <td>Period 1</td> <td>09.00-10.00</td> </tr> <tr> <td>Period 2</td> <td>10.00-10.30</td> </tr> <tr> <td>Break</td> <td>10.30-11.00</td> </tr> <tr> <td>Period 3 &amp; Mid-Morning Check</td> <td>11.00-12.00</td> </tr> <tr> <td>Lunch</td> <td>12.00-13.00</td> </tr> <tr> <td>Period 4</td> <td>13.00-14.20</td> </tr> <tr> <td>Break</td> <td>14.20 - 14.40</td> </tr> <tr> <td>Home time</td> <td>14.45-15.30</td> </tr> </tbody> </table>	Primary		Lesson	Timing	Registration & Morning Check	08.10 - 08.30	Period 1	08.30-09.30	Period 2	9.30-10.30	Break	10.30-10.50	Period 3 & Mid-Morning Check	10.50-11.50	Lunch	11.50-12.40	Period 4	12.40-13.15	Period 5	13.15-14.15	Break	14.15 - 14.30	Period 6	14.30-15.15	Pack up / buses	15.15-15.30	Early Years		Lesson	Timing	Registration & Morning Check	08.15 - 09.00		8.15 Reception		8.30 Nursery		8.45 Pre-Nursery	Period 1	09.00-10.00	Period 2	10.00-10.30	Break	10.30-11.00	Period 3 & Mid-Morning Check	11.00-12.00	Lunch	12.00-13.00	Period 4	13.00-14.20	Break	14.20 - 14.40	Home time	14.45-15.30
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<p><b>CAMPUS ARRIVAL AND ENTRY - STAFF AND STUDENTS</b></p>	<ul style="list-style-type: none"> <li>• Students who are being dropped off should arrive around 08:10am.</li> <li>• Primary students cannot arrive at school before 8.10am. If students arrive before 8.10am they will need to wait outside campus until they are permitted to enter school.</li> <li>• Primary classes start at 08:30am and finish at 3:30pm</li> <li>• There will be a staggered start in the morning for Early Years children.</li> <li>• Students who travel by bus will have their temperature checked before they get on the bus.</li> <li>• Temperature checks will also be completed by all students again as they enter the campus.</li> <li>• 35-seats school buses will park at the space in front of Secco company.</li> <li>• Small buses will drop off students at the side entrance of the school.</li> </ul> <div style="display: flex; justify-content: space-around;">   </div>																																																						

# SCHOOL DAY- EARLY YEARS AND PRIMARY

## CAMPUS ARRIVAL AND ENTRY - STAFF AND STUDENTS

- Teaching staff will be on duty at the entrance to guide students.
- At the entrance, students will be screened and have their temperature checked, but it will not be recorded. Student temperature will be recorded by teachers in classroom.
- Students/Staff with high temperature ( $\geq 37.3$  °C) will be sent to the outdoor isolation station.
- Any person that fails a temperature check at the entrances will be sent to the outdoor isolation station to re-test the temperature.
- If a child has a high temperature both parents and the Senior Leadership Team members will be informed.
- Once on campus, please follow the route signs for directions.



## ROUTES FOR THE STUDENTS

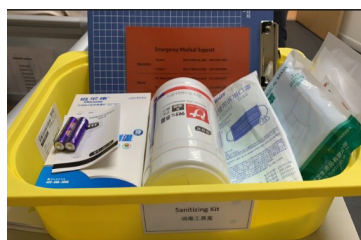
- Students should follow the signs and go directly to the designated classrooms.



- No playing in the foyer or playground.
- Physical distance from others must be maintained.
- Students will be registered by a teacher twice during the day before 08:20am and 11:15am.

## MORNING REGISTRATION

- A paper register will be taken.
- Teachers will test the temperature for each student and record it on the register paper before 8:20am.
- Students will need to return to their allocated classroom after morning break and have their temperatures recorded again before 11:20am.
- Each classroom will be equipped with a sanitizing kit (Box/Tray for each classroom with register paper, hand sanitizer, masks, wipes, gloves, thermometer, emergency contact list and procedure flow chart etc.)



晨午体温状况检查表 SIB Sanlitun Student Health Check List											
日期 Date		教师/班主任 Teacher's Signature				教师/班主任 Teacher's Signature					
		SIB Morning Entry				SIB Morning Break					
		其他特殊情况 Other special cases				其他特殊情况 Other special cases					
姓名 Name	学号 No.	姓名 Name	学号 No.	姓名 Name	学号 No.	姓名 Name	学号 No.	姓名 Name	学号 No.	姓名 Name	学号 No.
体温 Temp	体温 Temp	体温 Temp	体温 Temp	体温 Temp	体温 Temp	体温 Temp	体温 Temp	体温 Temp	体温 Temp	体温 Temp	体温 Temp

- If any student is absent, the class teacher should inform the school secretary immediately.
- At the end of the day, the paper register must be handed to the school secretary, and the data will be transferred to a spreadsheet and forwarded to the school nurse.



# SCHOOL DAY- EARLY YEARS AND PRIMARY

<p><b>STUDENTS WITH A HIGH TEMPERATURE READING</b></p>	<ul style="list-style-type: none"> <li>• Any student with a high temperature reading will be asked to wait inside the classroom with a Teaching Assistant while other students are transferred to the backup room with the class teacher.</li> <li>• The class teacher is responsible for contacting the nurse.</li> <li>• The Nurse will come up through the 'clean' staircase to collect the student.</li> <li>• The Nurse will take the student down through the special access 'isolation staircase' to the isolation room. (Please see attached map for route to be taken).</li> <li>• The access to the isolation room will be used for any person with a high temperature or other COVID 19 symptoms.</li> <li>• Students will have their temperature taken twice and if it is normal, they will return to their classroom.</li> <li>• If a student has a high temperature the Senior Leadership Team will be notified.</li> </ul> <div data-bbox="516 661 1442 892" data-label="Image"> </div> <ul style="list-style-type: none"> <li>• The remaining students in the class should stay in the back up room, until the cleaning staff have finished the disinfection of the original classroom.</li> <li>• The nurse will inform Angela, Head of Student Services, who will contact the Fever Clinic in accordance with the guidelines from CDC.</li> <li>• A member of the Senior Leadership Team will then contact the parents to explain the situation and ask them to collect their child from school and to take them to the fever clinic accompanied by the nurse.</li> <li>• If parents are not able to collect the child, the nurse will call an ambulance to take the child to the Fever Clinic.</li> <li>• The Head of Student Services will report the case to the local hospital and CDC. Yi Chen, PA to Principal, will report to the Chaoyang Education Commissions.</li> </ul>
<p><b>BREAK</b></p>	<ul style="list-style-type: none"> <li>• Students and staff do not need to wear masks whilst on the playgrounds if physical distancing is maintained.</li> <li>• Staff will be assigned duties to ensure that students are keeping physical distance and behaving sensibly.</li> <li>• Students should remain outside for the entire break (weather permitting).</li> <li>• AQI readings will be used to determine if it is safe for students to go outside.</li> <li>• Children will need to wash/ sanitize their hands before eating their snacks outside.</li> </ul>
<p><b>MOVING AROUND THE BUILDING</b></p>	<ul style="list-style-type: none"> <li>• When classes are moving around the building, they will be escorted by two Teaching Assistants who will remind children to physically distance at all times.</li> <li>• Doors will be propped open.</li> <li>• Both Teaching Assistants will escort classes to specialist lessons and then one will remain there allowing the other teacher to go back to support the class teacher with other duties. Five minutes before the lesson is due to finish, the TA will return in order to assist with escorting the children back to class or to the playground.</li> <li>• The isolation staircase (near the Principal's office) should only be used when a pupil is being escorted to the isolation room in the basement.</li> <li>• It is the duty of <b>every member of staff</b> to make sure that children are reminded to physically distance themselves and wear a mask indoors.</li> </ul>

# SCHOOL DAY- EARLY YEARS AND PRIMARY

## BATHROOM USAGE

If students would like to use the bathroom, they should follow the procedures below:

- Children should use the bathroom on the same floor of the classroom they are working in.
- No more than two people should visit the toilets at the same time.
- If there are two people already in the bathroom, children should wait outside, until one-person leaves.
- There will be one designated cleaner to clean the bathrooms as well as support the supervision of the waiting line along with the teaching staff.
- Students should stand on the marked lines to keep physical distance.



## LUNCH

A hot lunch will be served in the dining room as usual, with the following procedures:

- Whilst students and staff are queuing for lunch, they must stay one meter apart.
- Students and staff must also maintain a minimum distance of one meter when they are sitting at the tables.
- Tables are marked to indicate where students and staff can sit.
- Once students have had their lunch they should go to the playground for the rest of the lunch break.
- Staff and students should enter the dining room through the normal entrance and leave through the door beside the stage.
- Staff will be assigned duties to supervise the students in the canteen as well as on the playground.



# SCHOOL DAY- EARLY YEARS AND PRIMARY

<p style="text-align: center;"><b>END OF THE DAY</b></p>	<ul style="list-style-type: none"> <li>• School will finish for Primary children at 15:30.</li> <li>• Teaching Assistants will be on duty to ensure physical distancing is maintained and so that children are safely escorted to the bus lines and school buses.</li> <li>• Primary parents, who are collecting their children, should wait outside school grounds at the side entrance and staff will personally hand children over to parents at the gate.</li> <li>• If any parents are late, students will wait with their teacher on the playground.</li> <li>• Mr Brett will be on supervision duty at the beginning and end of each day for Primary</li> <li>• Parents of Early Years children attending half days can pick up their children at 12.00pm from the Li building playground. Parents should stand in the designated area.</li> <li>• There will be a staggered end of day for children attending full days in Early Years, as follows Pre-Nursery - 2.45pm Nursery - 3pm Reception - 3.15pm</li> <li>• Mrs Harding will be on supervision duty at the beginning and end of each day for Early Years</li> </ul> <div style="display: flex; justify-content: space-around; margin-top: 20px;">   </div>
<p style="text-align: center;"><b>ABSENCE PROCEDURES</b></p>	<ul style="list-style-type: none"> <li>• If staff or students are absent, they should inform the school of the reason, and describe details of any symptoms.</li> <li>• If any student is ill, the student will not be allowed to enter school until fully recovered.</li> <li>• Please inform the school and local community if experiencing any symptoms associated with the Covid-19 infection.</li> </ul>
<p style="text-align: center;"><b>SELF - MONITORING</b></p>	<ul style="list-style-type: none"> <li>• Students and staff should monitor their temperatures at home every day and pay attention to the health condition of family members who they live with.</li> <li>• Please inform school if experiencing any symptoms of COVID-19 infection. Additionally, students and staff are advised to stay at home outside of school hours where possible and avoid large crowds where infection could pass easily.</li> </ul>
<p style="text-align: center;"><b>TRANSPORT</b></p>	<ul style="list-style-type: none"> <li>• Buses to and from school will be provided, following the normal pick up and drop of points for both staff and students (Final details to be confirmed).</li> <li>• Staff and students should ensure that they are wearing masks on transportation.</li> </ul>



# VIRTUAL SCHOOL EXPERIENCE

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At the British School of Beijing, Sanlitun, we take pride in delivering an outstanding education to every student, tailored to their individual learning needs and inspired by the global best practice from across our family of Nord Anglia schools. Through a safe and secure platform, our virtual school will inspire your child with innovative lessons, unique learning opportunities and high-quality teaching as part of our blended learning approach.

Our Virtual School Experience has two key aspects:

- Connected time where students can learn from their teachers using our safe and secure online platform.
- Guided time where pupils learn independently through tailored tasks set by their teacher.

Striking the right balance between on and offline learning time allows your child to make the most of personalised learning from home, no matter what year group they are in.

# VSE GUIDELINES FOR PRIMARY

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## LEARNING PLATFORMS

Log in details will be provided by school and children can access the platforms via a laptop, tablet or smart phone.

### **Seesaw:**

**How to access:** <https://app.seesaw.me/#/login>

Seesaw is used to communicate individually, by class and for whole school messages. Teachers will set learning activities to share with students and offer verbal and written feedback. Students use creative tools to take pictures, draw, record videos and more to capture their learning in a portfolio.

### **Bug Club:**

**How to access:** <https://www.activelearnprimary.co.uk/login>

Bug Club is a literacy program designed to support the effective and engaging teaching of reading for primary students. Children can access quality reading texts where ever they may be.

### **Prodigy:**

**How to access:** <https://sso.prodigygame.com/game/login> .

Prodigy is a free, Pokemon-style math game that has been proven to improve student scores and confidence! In Prodigy, children create and customize their very own wizard avatar as they progress through a number of curriculum-aligned maths skills.

### **Times Tables Rock Star:**

**How to access:** <https://play.ttrockstars.com>

Times Tables Rock Stars is a carefully sequenced programme of daily times tables practice. Regular practice successfully boosts times tables and division recall speed. Children can compete school wide to increase their recall speeds and become a TTRS Rock Hero.

### **Learning by Questions:**

**How to access:** <https://www.lbq.org/Login>

A unique daily code/QR code is issued by LBQ and then shared daily with the students. With hundreds of scaffolded Question Sets for English, Maths and Science covering basic understanding through fluency, leading to mastery. Children answer questions at their own pace and receive automatic feedback for each answer.



# FAQ

## **How can I help prepare my child for the new school year?**

Our Virtual School Experience was created to continue the learning objectives that were already planned and complete the assessments necessary to determine if students were able to move on to the next school year. As a school, we do not believe that you have to do anything different this summer than you would have done in previous summers.

## **HEALTH AND SAFETY**

### **What happens if there is a confirmed COVID19 case? (class, year group, teacher)**

BSB Sanlitun will follow the BEC and CYEC guidelines.

### **How will the school ensure that the Government guidelines are followed by students, faculty, staff, and guests?**

Throughout the school year, we will educate all members of our community about our new and increased health and safety protocols. Community education will include new and increased signage for protocols, social media outreach, and lessons embedded in the classroom. As a school, we will work closely with our BEC to review and evaluate rules and procedures regarding health and safety.

### **How will BSB Sanlitun practice social distancing while walking around each area?**

Social distancing around campus will happen in a variety of ways, including, but not limited to:

- One way traffic around buildings
- Limiting the number of students in common areas, including, but not limited to, bathrooms, indoor hallways, lunch rooms, and common areas.

### **Will students be required to get tested for COVID19 before the start of the school year?**

Students who are arriving at the start of school from an area of high risk, have recently traveled from overseas, or have been in close contact with someone who has been diagnosed, should get tested prior to the start of school.

### **Will there be social distancing inside the classrooms?**

Students will be distanced inside of classrooms. In situations where this is not possible we will continue to maintain high levels of personal hygiene and cleanliness.

### **How is BSB Sanlitun handling families that travel internationally?**

Staff and students returning from overseas should provide their 14 days temperature check, Green Health Kit code and negative nucleic acid test result issued within the last 7 days after their centralised quarantine is complete.

### **Are there plans to specify hand washing breaks or a hand washing schedule (the whole class washes hands every hour for example)?**

Hand washing will be frequently encouraged across the school.

For Early Years - teachers will incorporate frequent hand washing into their everyday routines and schedules.

There will be hand sanitizer stations throughout the school.

## **VIRTUAL SCHOOL EXPERIENCE**

### **How long will the Virtual School Experience continue?**

The Virtual school will continue until all children are back at school on campus.

### **Will attendance be taken?**

Participation records will be kept.

# GENERAL INFORMATION

<p><b>SCHOOL LOCATION</b></p>	<p>We have two buildings: the San Building and the Li Building. The San Building comprises Year 1 up to Year 6. The Li Building comprises Pre-Nursery up to Reception.</p>								
<p><b>SCHOOL DAY</b></p>	<p>The school day starts at 8.30am. Students not travelling by school bus should be dropped off at school between 8.15am and 8.30am. Half-day Pre-Nursery and Nursery students finish school at 11.45am each day. Half-day students staying for lunch must be picked up at 12.00pm.</p> <p>For all other students, the school day finishes at 3.30pm, except for Tuesdays and Wednesdays, when Year 1 to 6 students have After School Activities (ASAs) until 4.30pm. NB: You will be notified when ASAs begin and end each term.</p>								
<p><b>TERMINOLOGY</b></p>	<p>You will sometimes hear the following terms used for our year groupings:</p> <table border="0"> <tr> <td>Early Years (EY):</td> <td>Pre-Nursery, Nursery, Reception</td> </tr> <tr> <td>Key Stage 1 (KS1):</td> <td>Years 1 and 2</td> </tr> <tr> <td>Lower Key Stage 2 (LKS2):</td> <td>Years 3 and 4</td> </tr> <tr> <td>Upper Key Stage 2 (UKS2):</td> <td>Years 5 and 6</td> </tr> </table>	Early Years (EY):	Pre-Nursery, Nursery, Reception	Key Stage 1 (KS1):	Years 1 and 2	Lower Key Stage 2 (LKS2):	Years 3 and 4	Upper Key Stage 2 (UKS2):	Years 5 and 6
Early Years (EY):	Pre-Nursery, Nursery, Reception								
Key Stage 1 (KS1):	Years 1 and 2								
Lower Key Stage 2 (LKS2):	Years 3 and 4								
Upper Key Stage 2 (UKS2):	Years 5 and 6								
<p><b>WHAT TO BRING</b></p>	<p>Pre-Nursery and Nursery: School backpack*, bag with change of clothes and water bottle. Mid-morning and afternoon snacks are provided by the school.</p> <p>Reception: School backpack* with water bottle. Mid-morning and afternoon snacks are provided by the school.</p> <p>*According to our Indoor/Outdoor Shoe policy in Early Years, all children and staff are required to remove their outdoor shoes on entering the building and wear indoor shoes in the classroom. When going outside, indoor shoes will be removed, and outdoor shoes should be put back on.</p> <p>Years 1 to 6: School backpack* with water bottle and a healthy snack (nut-free) to eat during the morning.</p> <p>*All children are required to use our regulation school backpack which can be purchased from our Uniform Shop. *Masks must be worn inside the building - children should bring a spare mask.</p>								
<p><b>WHAT TO WEAR/ UNIFORM SHOP</b></p>	<p>School uniform is compulsory attire for all students attending the school. Our uniform shop is available online <a href="http://www.zaoschoolwear.com/bsb-sanlitun">www.zaoschoolwear.com/bsb-sanlitun</a> Password: <b>123456</b></p> <p>At present, visits to our on-campus Uniform Shop, located in the San Building, are strictly by appointment only. This is in line with our re-opening guidelines. For an appointment please email: <a href="mailto:sltuniform@bsbsanlitun.com">sltuniform@bsbsanlitun.com</a>.</p> <p>On the day of your visit to the Uniform Shop, you will be asked to show your health code to our security guard, and you can only enter the school if the health code is passed. Please enter by the side gate. Our Uniform Assistant will help you to try on and choose the uniform in the correct size for your child. If your size is unavailable it will be ready for collection within 7 working days. You will receive a phone call to confirm collection.</p> <p>*Please ensure all items are clearly labelled with your child's name.</p>								

# GENERAL INFORMATION




<p><b>SCHOOL UNIFORM REQUIREMENTS</b></p>	<p>At the beginning of the school year, students should attend school wearing Summer uniform. Winter uniform is usually worn from mid-October until the end of March, the school will advise on the exact date depending on weather. These days may change at the discretion of the Principal.</p> <p>All clothes worn to school (uniform and non-uniform items) should be clearly labelled with the child's name. Lost, un-named clothing and bags are placed in Lost Property. Uncollected items are donated to charity at the end of each school year.</p> <p>Students are expected to arrive at school every day in clean clothes, worn in a tidy manner.</p> <p>On PE and Performing Arts days (two days a week), Year 1 to 6 students should come to school wearing PE kit.</p>
<p><b>EARLY YEARS UNIFORM (TADPOLES, PRE-NURSERY, NURSERY, RECEPTION)</b></p>	<p><b>Summer:</b> Navy polo shirt, Navy shorts  <b>Winter:</b> Teal polo shirt (long-sleeved), Navy tracksuit top, Navy tracksuit trousers</p>
<p><b>PRIMARY SCHOOL - SUMMER UNIFORM</b></p>	<p><b>Boys:</b> Grey shorts, Teal polo shirt  <b>Girls:</b> Summer dress (Y1 - Y3), Skirt or summer dress (Y4 - Y6), Teal polo shirt (Y4 - Y6)</p>
<p><b>PRIMARY SCHOOL - WINTER UNIFORM</b></p>	<p><b>Boys:</b> Grey trousers, White shirt, Navy sweater, Blazer, Blue tie  <b>Girls:</b> Pinafore (Y1 - Y3), Skirt (Y4 - Y6), Grey trousers (Y1 - Y6), White blouse (Y4 - Y6), Navy cardigan, Blazer</p>
<p><b>ITEMS NOT AVAILABLE FROM OUR UNIFORM SHOP</b></p>	<p><b>Early Years:</b> Trainers/sneakers/sandals (Summer), Trainers/sneakers (Winter)</p> <p><b>Primary Boys:</b> Flat black leather shoes, Black socks</p> <p><b>Primary Girls:</b> Flat black leather shoes, White ankle socks (Summer), Black tights (Winter), Flat black leather boots can be worn with the Winter uniform</p> <p><b>Primary PE:</b> White-soled trainer/sneakers, White ankle socks</p> <p><b>Please note:</b></p> <ul style="list-style-type: none"> <li>• Skirts should be of an appropriate length.</li> <li>• Hair accessories should be kept to a minimum and should be in line with the school colours.</li> <li>• Hair below shoulder length must be tied back.</li> <li>• No jewellery except sleepers or studs in ears.</li> <li>• No nail varnish, extreme hairstyles or colour.</li> </ul> <p>*Good-quality children's shoes can be difficult to find in Beijing, we recommend that you bring these with you if you are moving to Beijing from overseas.</p>

# GENERAL INFORMATION

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<b>KEEP US INFORMED</b>	<p>Parents are asked to keep the school informed of any changes that may occur to their contact details. Please make sure you inform the Admissions Team of any changes as soon as possible so we have the most up-to-date information in our database.</p> <p>Email us at: <a href="mailto:sltadmissions@bsbsanlitun.com">sltadmissions@bsbsanlitun.com</a></p>
<b>INVOICING &amp; TUITION FEES</b>	<p>For finance and fee-related queries, please contact our Finance team at: <a href="mailto:bsbfee@britishschool.org.cn">bsbfee@britishschool.org.cn</a></p>
<b>FEEDBACK</b>	<p>Our school welcomes parents' input, please check the details on our website: <a href="https://www.nordangliaeducation.com/our-schools/beijing/sanlitun/parents-feedback">https://www.nordangliaeducation.com/our-schools/beijing/sanlitun/parents-feedback</a></p>

# OUR PHILOSOPHY - BE AMBITIOUS

<p><b>ACADEMICALLY AMBITIOUS</b></p>	<p>Our teachers believe there is no limit to what our students can achieve and inspire them to be academically ambitious. With small class sizes, we know each individual child and how to enable each one to make exceptional achievement in all areas of their schooling. We encourage our students to be ambitious, and our dedicated teachers are there to guide your child's every ambition... building their confidence along the way.</p>
<p><b>SOCIALLY AMBITIOUS</b></p>	<p>We encourage our students to be socially ambitious and learning beyond the classroom is a key part of their development. We have a large variety of inspiring, educational and cultural experiences that will help to create confident and compassionate individuals, preparing the next generation of global citizens.</p>
<p><b>PERSONALLY AMBITIOUS</b></p>	<p>We provide a varied schedule with lots of opportunities for students to be personally ambitious.</p> <p>Our After School Activities programme (ASAs) cover physical, academic, creative and performing arts including learning to play the ukelele, being part of the School Council and forming part of the musical school theatre.</p> <p>Sport for all abilities is an important part of nurturing talent and we equip the students to participate in both non-competitive and competitive sporting competitions.</p> <p>A key component of school life is our choral programme which provides opportunities for all students to form part of our school choirs, performing in our school productions.</p>
<p>We believe there are no limits to what our students can achieve. With a team of highly qualified teachers, an ambitious ethos and our supportive community base, we create a learning environment in which students attain excellence across all areas of the school.</p> <div style="display: flex; justify-content: center; gap: 20px;">    </div>	



# TEACHING AND LEARNING

<p><b>CURRICULUM</b></p>	<p>British education is the first choice for many families, who know they may be moving between countries, since it ensures consistency and continuity for pupils. We ensure that all skills and objectives are delivered according to the English National Curriculum, which ensures that if a pupil moves to another British school in another country they will be able to pick up exactly where they left off, without any gaps in their learning. As we are fortunate to be in an international environment we tailor the topics we teach according to the environment we are in and the pupils we teach. We aim to ensure that all pupils find relevance in the topics they are learning about and can apply the skills they have learnt to any topic they may study in the future.</p>
<p><b>CLASS TRIPS &amp; RESIDENTIALS</b></p>	<p>Learning beyond the confines of a classroom is a crucial element of education and we are extremely fortunate that we have access to some of the most amazing resources by being situated in Beijing.</p> <p>From a visit to the Space Museum to the local flower markets we make sure our trips are relevant, linked to topics and enhance the students' learning. Trips help to bring learning alive and provide children with a practical perspective on what they are learning in the classroom.</p> <p>Key Stage 2 also has overnight residential during the year. In conjunction with Wild China, an award winning China based travel company (National Geographic Adventure named Wild China as one of the "Best Adventure Travel Companies on Earth"), we take each Year group from Year 3 to Year 6 on an unforgettable adventure. The children experience a different part of China and about being away from home. These are an integral part of their school experience and foster independence, teamwork and confidence and they certainly are one of the highlights of the school year. These usually take place during the spring term. Residential include visiting the Terracotta Warriors in Xi'an and exploring China's rich history in Pingyao. These trips are inspiring, educational, cultural and fun.</p> <p>Whether the children go on a school trip for a morning or a week long residential, full risk assessments are conducted prior to the visit taking place, ensuring that even the most exciting and challenging activities are well-prepared, managed and safe for all.</p>
<p><b>ASSESSMENT AND REPORTS</b></p>	<p>Our teachers are continually assessing students to refine the pace and content of future lessons. We will provide plenty of feedback to parents on the progress of your child with an initial 'settling in' report, Teacher/Parent consultation evenings and mid-year and end of year reports.</p>
<p><b>SPECIALISTS' SUBJECTS</b></p>	<p>We are proud of our highly qualified team of Specialists, in addition to EAL, Chinese and German, we have experts in Performing Arts and PE. There are opportunities for children to join the school choir and play in school teams.</p>
<p><b>AFTER SCHOOL ACTIVITIES</b></p>	<p>We offer a range of ASAs that include: cookery, football, art, bucket drumming, indoor games and IT.</p> <p>ASAs are held from 3.30pm to 4.30pm on Tuesdays and Wednesdays for all students from Year 1 to Year 6. Usually in the second week of each term your child can select two ASAs. The most popular ASAs can only be chosen once a year. The cost of ASAs are included in the fees except for cooking where a small charge is made.</p> <p>On ASA days, buses for Year 1 to Year 6 students will leave one hour later than usual. Early Years children who go home by bus will leave school slightly earlier than usual in order for the buses to travel back to school to collect the older children.</p>

# TEACHING AND LEARNING





<p>COMMUNITY ACTIVITIES</p>	<p>Here at BSB Sanlitun we try to organise after-school club activities for every day of the week. In addition to our own ASAs, we work with a number of clubs to ensure there are always plenty of fun, challenging and enriching activities for children in our school and the wider community.</p> <p>Please note that for the community activities you will need to sign up directly with the club. We do not arrange school buses to fit in with these activities, and children need to be taken to and from these activities by a parent/guardian even if these activities take place on a school day.</p>
<p>LANGUAGES</p>	<p>We offer a variety of language options for students. We fully understand that we are an International School, and we have an obligation to help support develop the multilingual abilities of our students.</p> <p><b>Chinese</b> Chinese is taught as a specialist lesson to our students from Nursery through to Year 6. Within their year group children are grouped according to their language ability allowing for targeted teaching and learning to take place.</p> <p><b>English as an Additional Language (EAL)</b> We are very used to children arriving with limited English and have an excellent EAL (English as an Additional Language) Programme to cater for this. Children have 3 hours of EAL classes each week and are given a lot of support within the classroom to enable them to acquire English quickly. We find that children pick up English incredibly quickly in this environment.</p> <p><b>German Programme for Native Speakers</b> As of September 2013 we have been able to provide German lessons to our native German speakers. This is in addition to the curriculum that takes place during the school day for 3 hours a week. Students study reading and writing as well as spoken German in order to maintain their mother tongue.</p>
<p>PE</p>	<p>At the Primary Campus we have a basketball court, an indoor gymnasium and one astro-turf playing field. We also have arrangements with community sports facilities to ensure that swimming and athletics can be provided as per the requirements of the English National Curriculum.</p> <p>Children enjoy two weekly PE sessions. There are opportunities for children to play in school teams with both friendly and competitive tournaments in football, handball and T-ball.</p> <p>Our sports programme gives opportunities to learn, build skills and have fun new experiences outside of the normal classroom environment. At BSB Sanlitun we aim to provide a very high standard of coaching and competition for our athletes as well as enable all our students to find something they can enjoy in the sports arena.</p>

# TEACHING AND LEARNING

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<p>MUSIC</p>	<p>We use Music to unlock your child’s imagination through our Juilliard-Nord Anglia Performing Arts Programme which enriches their music education at BSB Sanlitun.</p> <p>Beginning with music, your child will study an inspiring curriculum featuring works which represent a wide variety of music genres, styles and cultures. We bring these works to life in the classroom through hands-on experiences for students of all ages. Activities such as improvisation and basic composition will unlock your child’s creativity. Your child will also gain an understanding of how music functions and its role in our cultural and social history.</p> <p>In KS2 children can join the school choir and participate in both school and outside performances. Our choir have performed at a number of events including the Juilliard launch at BSB Shunyi has the Kerry Hotel Christmas tree lighting.</p> <p>Children experience wide-reaching benefits from studying the arts. Our programme will support your child’s learning across the whole curriculum, fostering valuable life skills, such as creativity, communication and critical thinking. For further details of Juilliard see <a href="http://www.juilliard.edu/">http://www.juilliard.edu/</a></p>
<p>GLOBAL CAMPUS</p>	<p>The Global Campus connects BSB Sanlitun with 66 schools and over 66,000 students in the Nord Anglia group to give our students daily access to global opportunities. Our students develop a truly international perspective through outstanding online, in school and worldwide experiences.</p> <p>BSB Sanlitun has been an active participant in a number of Global Challenges.</p>

# HOUSES

<p><b>HOUSE SYSTEM</b></p>	<p>All pupils at The British School of Beijing, Sanlitun belong to a House. There are four Houses:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p><i>Normans</i> (Red)</p> </div> <div style="text-align: center;">  <p><i>Romans</i> (Blue)</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;"> <div style="text-align: center;">  <p><i>Saxons</i> (Green)</p> </div> <div style="text-align: center;">  <p><i>Vikings</i> (Yellow)</p> </div> </div>
<p><b>REWARDS &amp; SANCTIONS</b></p>	<p>We have high expectations of our pupils in their work and for behaviour and it is important that we reward good work and behaviour and consistently apply school rules.</p> <p>Pupils are awarded house points for good work in lessons and for their homework.</p> <p>They can also earn ‘marbles’ for their class based on good behaviour and participation in lessons.</p> <p>Additionally, individual children are also recognised during school assembly when ‘Star Citizens’ are awarded badges for displaying excellent examples of behaviour or good manners.</p>
<p><b>HOUSE T-SHIRTS</b></p>	<p>House T-shirts are required for special events such as Sports Day. T-shirts are available from the School Uniform Shop, however it is acceptable to wear a T-shirt of the appropriate colour from home.</p>
<p><b>THE HOUSE SYSTEM - TWO PARTS</b></p>	<ul style="list-style-type: none"> <li>• Children can earn house points for their house through good academic work. House points can be awarded by class teachers and specialist teachers for great work in class or with homework. Each week all of the individual house points are collated and the leading house announced - usually with great excitement - to the whole school in assembly.</li> <li>• Throughout the school year a number of internal competitions take place between the houses such as Sports events, Swimming galas, Music quiz and so on.</li> </ul>

# HOMWORK

The tasks may be timed differently, but will in essence be as follows:

SUBJECT YEAR	Chinese	Reading at home	Spellings	Other homework from the class teacher per week*
	Can include written or reading task, flash cards, discussion topic, research etc.	(Rec-Y2): with an adult (Y3 - Y6): independently and to an adult at times	Words to learn and/or spelling activity	
PRE-NURSERY AND NURSERY	n/a	Weekly library book to read to child, enjoy and talk about (and reread again and again as desired by the child).	n/a	See information in daily email and home learning ideas sheet for practical activities and discussion topics related to work in the classroom.
RECEPTION	n/a	10 mins per day	n/a	See information in daily email and termly home learning ideas sheet for practical activities and discussion topics related to work in the classroom.
YEAR 1	15 mins per week max.	15 mins per day	1 task per week	Approximately 20 mins *
YEAR 2	30 mins per week max.	15 mins per day	1 task per week	Approximately 20 mins *
YEAR 3	30 mins per week max.	15 mins per day	1 task per week	Approximately 40 mins *
YEAR 4	30 mins per week max.	20 mins per day	1 task per week	Approximately 40 mins *
YEAR 5	30 mins per week max.	20 mins per day	1 task per week	Approximately 60 mins *
YEAR 6	30 mins per week max.	20 mins per day	1 task per week	Approximately 60 mins *
* or an equivalent time.				
Pupils in High Advanced Chinese receive additional homework of 60 mins per week.				



# COMMUNICATION WITH PARENTS

<p><b>DAILY EMAIL &amp; LETTERS</b></p>	<p>A newsletter is circulated via email every week that includes an update from the latest school news and upcoming events. Parents are kindly requested to make sure that the school is always kept informed of current email addresses, to ensure these newsletter updates are properly received.</p> <p>Parents receive a daily communication, updating parents on important school events, what lessons the students had that day and any homework that was set.</p> <p>Many letters from the school or from teaching staff of whatever nature (After-School Activity selections, instrumental programme, field trips and so on) are sent home as paper copies. Parents are encouraged to get into the habit of checking their child's school bags regularly.</p> <p>Parents should always email their child's class teacher with any questions.</p>
<p><b>PROGRESS REPORTS</b></p>	<p>Progress reports are sent home each term. The first report is a 'settling in' report, and will mainly be a pastoral account of how your child has settled into class and their attitude to learning. The mid-year and end-of-year reports will focus on academic achievement as well as personal and social matters, and will include targets for future learning.</p> <p>Children joining the school mid-way through the school year will receive a 'settling in' report after the student has been in school for six weeks.</p> <p>Please note that in accordance with the school's Fees Policy, reports will not be handed out to students where fees are still in arrears.</p>
<p><b>OPEN DOOR POLICY</b></p>	<p>Parents need not wait for an official opportunity to meet with teachers, but are kindly requested to make an appointment in advance, usually email is the best method. This will avoid disappointment if the member of staff is not available and will prevent any disruption to the teaching day.</p> <p>Parents who wish to meet with the Principal, should contact him directly either by telephone or email (you will find his details at the beginning of this booklet).</p>
<p><b>PARENT/TEACHER CONSULTATION</b></p>	<p>A curriculum and 'Meet and Greet' session will be held during the first weeks of the academic year, providing parents with an opportunity to meet the teaching staff, visit the classroom(s) and learn more about the teaching and learning programme for the coming year.</p> <p>Parent/Teacher Consultation events are held twice per year, following the distribution of the settling-in report and mid-year report. During these meetings, teachers will discuss with parents the academic progress of pupils as well as personal and social matters.</p>

# SAFEGUARDING

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## POLICE CHECK REQUIREMENTS FOR VOLUNTEERING IN SCHOOL

As part of our Safeguarding procedures, all regular volunteers in school need to provide police background checks for the last 10 years.

If you have previously resided outside of Beijing in the last 10 years, you need to provide a police check from any countries that you have resided in. Each country will have their process for applying for a police check. You will need to contact the relevant department e.g. The Department of Justice. An internet search could be your first point of action as most countries provide information online regarding this process. Unfortunately, due to the number of nationalities we have in the school and the different systems in each country, we are unable to support on an individual basis.

You will also require a police check covering the time that you have been resident in Beijing and our HR department will support you with this. Please contact Xiaoyu Zhang: [xiaoyu.zhang@bsbsanlitun.com](mailto:xiaoyu.zhang@bsbsanlitun.com)

\* If you currently have a diplomatic passport, we can provide a letter for you to take to your embassy explaining why you need a letter from them stating that they see no reason why you cannot work with children. This letter will cover the time that you have held a diplomatic passport. If this is not for the full 10 years, you will need to provide a police check from any country where you did not have diplomatic immunity.

# AIR QUALITY POLICY

There are times of the year when we experience poor air quality in Beijing and we know this is an issue of importance for many of our parents. At the British School of Beijing, Sanlitun, we try our best to ensure we provide a safe environment for our children to learn in and so we have in place the following guidelines:

- All pupils across Early Years, Key Stage 1 and Key Stage 2 stay indoors should the AQI rise above 200(PM2.5).
- We use the US Embassy AQI reading.
- PE lessons for all pupils will be taught indoors if the AQI rises above 200 (PM2.5).
- If the AQI rises above 300 (PM2.5) indoor PE lessons will be restricted to low level exercise.
- Pupils of all ages with respiratory problems or health issues affected by poor air quality may stay indoors if the AQI is above 150. Parents should notify the school nurse of such issues (with a doctor's note), who in turn should notify the class teacher.
- When the AQI is above 100 all external windows and doors will be closed.
- All areas of the school have air purifiers and these are kept on at all times and when the AQI level is above 100, on the highest setting.
- Notices will be placed at the main entrance of each campus alerting children, parents, staff and guests as to the AQI level.

<p><b>PERSONS RESPONSIBLE</b></p>	<ul style="list-style-type: none"> <li>• All class teachers are responsible for ensuring the windows and doors to their classroom are closed during times of poor air quality.</li> <li>• A member of the admin team is responsible for reporting the most recent AQI reading to staff on an hourly basis via email.</li> <li>• Front desk is responsible for updating the notices at the main entrance of each campus.</li> <li>• Email notification is sent to all staff if it is indoor break.</li> <li>• The security guards and cleaners are responsible for ensuring external doors and windows are closed in shared areas of the building; main entrance, hall, corridors, staff room, meeting room.</li> <li>• Admin staff are responsible for closing the windows and doors to their own offices.</li> <li>• The Principal is responsible for updating the policy according to new measures being taken.</li> </ul>
<p><b>SCHOOL CLOSURE</b></p>	<p>According to the latest policy in place by the Beijing Government as well as the Beijing Municipal Commission of Education, if the air quality is forecast to be at high level of pollution for three consecutive days then all schools should close. Schools will be alerted to this by the Beijing Municipal Commission of Education (BEC) and will notify parents via the school website, by email and by SMS. If parents do not receive any communication, it is because the school has not been contacted by the BEC and therefore will remain open. We do of course fully understand that parents may wish to keep their children at home during high levels of pollution. It is also really important that the school has the most up to date information regarding parent contact numbers and emails so that timely alerts about any school closures can be issued.</p>

# AIR QUALITY POLICY

## ACTIVITIES DURING INDOOR BREAKS & LUNCH TIMES

### Library (San Building)

The Library is conveniently placed near the playground allowing children to spend time sharing a book with friends. Pupils who stay indoors when the AQI is over 150 but less than 200 are able to use the Library under the supervision of the Librarian.

### Learning Lounges (San Building)

The Learning Lounges on the 2nd and 3rd floor offer additional space outside of the classrooms where children can relax with a book, play board games and chat with their friends. These are also great spaces for children to read with parent volunteers, their teaching assistants and teachers.

### Soft Play Area (Li Building)

Children in Early Years can have play time in the Soft Play area during indoor break times.

### Library (Li Building)

Pupils are also able to sit with friends in the library and look through all the wonderful books that we have at our Li Building, encouraging children to develop a love of reading from an early age. Early Years children, who stay indoors when the AQI is between 150-200, due to medical reasons, are placed with another class who are not having their break at that time.

### Use of DVDs (during Indoor Breaks)

As much as possible we aim to limit the use of DVDs during indoor breaktimes and we would much rather the children engage in an activity of a creative or active nature. There are times however when children require some 'down time', especially when they have been involved in active learning during lesson time. Therefore with the support and generosity of the Parents Association, we have purchased educational DVDs such as Blue Planet, Walking with Dinosaurs, Blue Peter, Newsround etc., which will be used on a restricted basis with the children. DVDs will always be chosen so they are relevant to the specific age range.

# TRANSPORTATION

<p><b>SCHOOL BUSES</b></p>	<p>BSB Sanlitun operate over 20 buses from most of the surrounding residential areas and compounds and offer some 60+ pick up locations. You can choose one way or return trips and a full bus timetable is available from our bus co-ordinator. A charge is made based on distance from the school.</p> <p>Each parent will be given a contact number of the Bus monitor who will contact parents if there is any delay to the service on either the outward or return journey.</p> <p>Children from 2 years old can take the bus however, due to space limitations , parents can not travel on the school buses.</p> <p>The timetable for buses is changed on ASA days. Buses for Year1 to Year 6 students will leave one hour later than usual. Early Years children who go home by bus will leave school slightly earlier than usual in order for the buses to travel back to school to collect the older children.</p> <p>Children must be accompanied to and from school by a designated adult. Children taking the school bus must be accompanied to the bus stop and collected from the bus stop by a designated adult.</p>
<p><b>PARKING, DROP-OFF &amp; PICK-UP</b></p>	<p>The school is located in the embassy area of Sanlitun and the surrounding roads are generally quiet during the day. However in the morning, with our school buses arriving and other local ‘rush hour’ traffic, the roads outside of both EY and Primary buildings can be very busy. Please consider other road users and pedestrians when parking your car or if you are just pulling up to drop off your child.</p> <p>The same traffic issues can often occur at school pick-up time and unfortunately poorly parked cars will quickly clog up the local streets and cause delays especially to our large school buses!</p>
<p><b>USE OF ELECTRONIC DEVICES</b></p>	<p>Children are not allowed to bring electronic devices into school which includes iPads and smart watches.</p> <p>This includes bringing items in their school bags and using them on school buses.</p> <p>Children with school iPads are not permitted to use these on school buses. Any items found/reported will be confiscated and their parents will be asked to come into school to collect them from the Principal.</p>
<p><b>CONTACT INFO (BUS COORDINATOR)</b></p>	<p>8531 1999 ext 2639 sltbus@bsbsanlitun.com</p> <p>Emergency (bus-related): 138 1192 1424</p>

# LIFE IN SCHOOL

## SCHOOL LUNCHES & SNACKS

A hot lunch is served to all children in school every day. School lunches are paid for in advance along with tuition fees. If your child has dietary restrictions (whether for health, religious or allergy reasons), please inform the school immediately if you have not already done so. We will inform the school kitchen and special arrangements will be made to provide suitable alternatives. A balanced meal is served, with three choices each of main course or a sandwich and choice of salad bar and dessert. Drinks include milk or water and there is a choice of yoghurt.

Lunch is self-service in the school dining hall and is offered in year-group order. Reception, Nursery and Pre-Nursery children eat their lunch in their own dining hall. Children in Year 1 upwards take a tray and make their own lunch choices with the assistance of their teachers.

Healthy snacks are served both in the morning and afternoon in Early Years stage.

Children in Year 1 and above are welcome to bring in a suitable healthy snack from home (fruit, dry biscuit) to eat mid-morning if they wish.

\* Please note that the school is a nut-free zone.

On their first day at school, all Early Years and Primary School children with special lunch requirements will be issued with a special brightly coloured badge to wear at lunchtime and a red tray to use to help the kitchen staff identify them easily and make sure they are given the correct meal.

## SCHOOL NURSE

The school employs two qualified nurses on campus during school hours. They deal with day-to-day matters such as cuts and bruises and those children who feel unwell whilst at school.

In the unlikely event of a more serious incident occurring at school, parents will be telephoned to inform them of the accident and if deemed necessary, parents will be asked to meet the child and the School Nurse at school or the local hospital. Payment is the responsibility of the parent. For this reason, parents must complete the Medical Insurance Form and return it to the Admissions Team at their earliest convenience.

### Medicines

If your child needs to take medication, it should be brought to the School Nurse, where you will be asked to sign a consent form to confirm the details. Pupils may not administer their own medicine. Please advise us of any medical problems your child may have, particularly when there is an allergy to materials or food.

### Absences

Regular daily attendance at school is expected but sometimes absence is unavoidable. Please inform the school if your child is not able to attend - the most effective method is by email direct to your child's teacher. Please also inform the school immediately if your child has an infectious illness or condition (i.e. chicken pox, hand foot and mouth, head lice, measles, pink eye, ringworm, etc). We recommend that children with a fever or upset stomach stay away from school for 48 hours, however they must remain at home for at least 24 hours. If your child takes the school bus, the bus coordinator will need to be informed that your child will not be on the bus.

Absences due to extended holidays are strongly discouraged.

# PARENTS' ASSOCIATION



The Parents' Association (PA) is a fun, social and welcoming organisation, it works to promote and encourage interactions between parents and the school community. Through this principal function it acts as a meeting place for parents and facilitates fund-raising activities that provide for the school community and for charitable causes. All parents become a member of the PA as soon as their child joins the school.

The PA is led by the PA Committee who work together in collaboration with the school to organise monthly meetings, school and community events and activities. All parents are welcome to come along to the PA meetings which are held each month in the coffee shop and which provide parents with the opportunity to find out about upcoming events, but also ask about any aspect of school life.

If you wish to contact the PA, with questions, suggestions, or to volunteer, please email [sanlitun.pa@bsbsanlitun.com](mailto:sanlitun.pa@bsbsanlitun.com)

## PA WECHAT GUIDELINES

As part of living in Beijing, using WeChat is the most commonly used form of communication. As soon as you become a member of BSB Sanlitun, you will be added to the relevant class WeChat group. However, there are also a number of WeChat groups, run by parent for parents. These WeChat groups are not official WeChat groups organised by the school.

**BSB Sanlitun** - for school matters. The group is owned by the PA Coordinator.

**BSB Social** - for social happenings

**BSB PRE-LOVED (buy and sell)** - for selling second-hand items.

Here are some guidelines to follow when using our BSB WeChat groups:

- We must all be aware that these WeChat groups are for networking and sharing information with each other as BSB Parents.

- If you have school related questions please direct it to the school and not through these WeChat groups.

- Please do not invite anyone outside of BSB Sanlitun because it is only for BSB Sanlitun parents only.

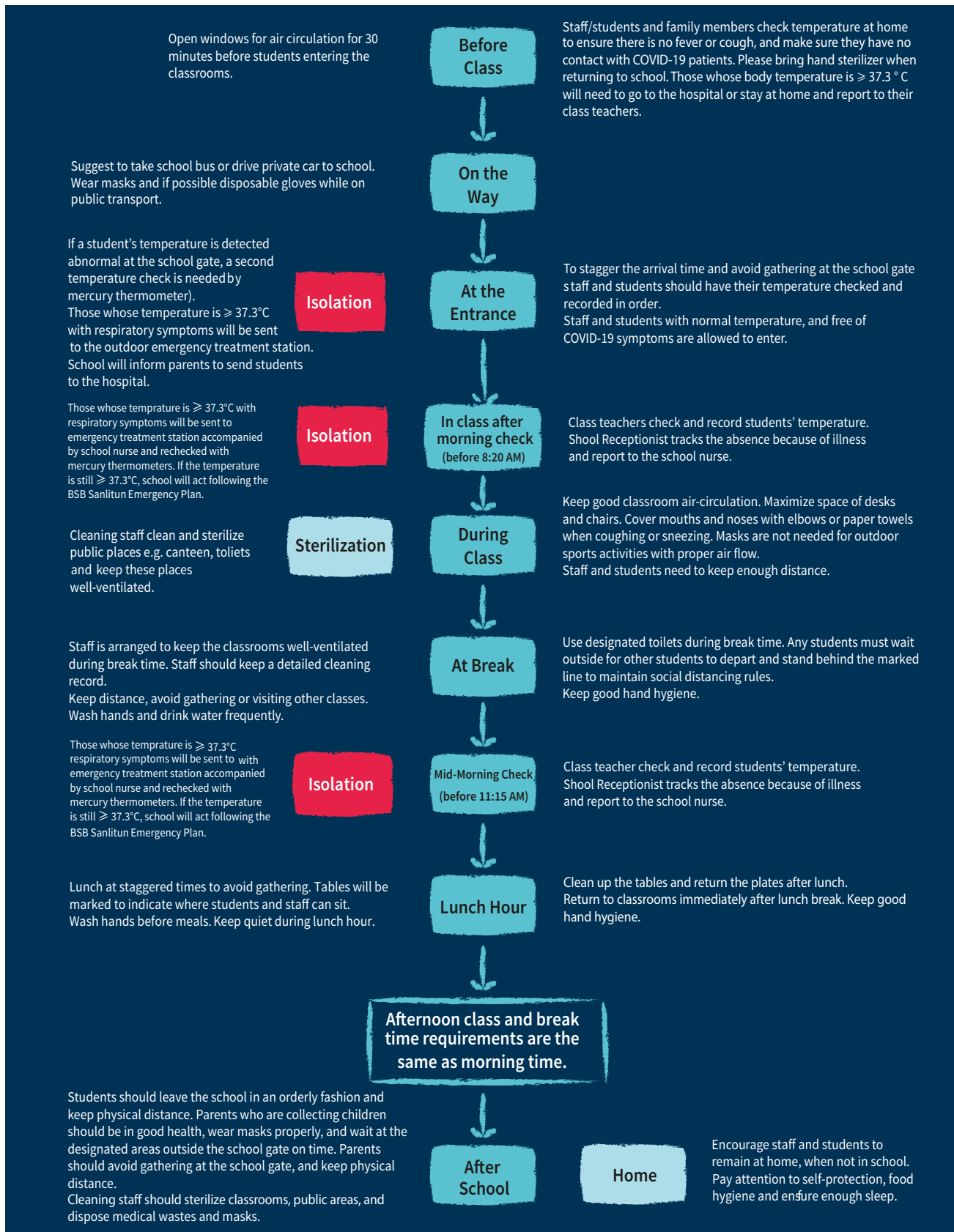
- We are a multicultural group from various backgrounds and cultures so extra sensitivity should be used when expressing your opinions or views or questions.

WeChat groups can be so convenient and helpful if they are utilised the correct way.



# APPENDICES

# FLOW CHART OF DAILY PREVENTION AND CONTROL



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