

THE BRITISH INTERNATIONAL SCHOOL

Puxi, Shanghai



NORD
ANGLIA
EDUCATION

HELPING OTHERS
TO BE THE BEST
THEY CAN BE

Monday 6 January 2014

RE: WELCOME TO TERM 2

Dear Parent/Guardian,

I would like to wish you all, new and returning families best wishes for a happy, healthy and prosperous 2014! I hope you have had a relaxing and enjoyable festive break and are now ready for the start of Term2 at BISS Puxi.

Term 2 is always a busy one as children and teachers immediately get to work building on the Term 1 learning, and pushing towards the learning goals and targets identified for each student. We hope you will help your child to quickly settle back into school routines and to continue to work in close partnership with your child's teachers to ensure that we make the most of all the learning opportunities presented over the coming months.

STAFFING UPDATE

Year 1 X: We welcome back Ms Julie Hamilton who is returning from maternity leave and taking over as class teacher in Year 1 X. Mrs Reynolds and Mrs Ellis have done a fantastic job of leading the class in Term 1 and are working closely with Ms Hamilton to ensure a smooth transition for the children.

Year 3 P: Mrs Katie Doherty returned from maternity leave just before the Christmas break to take over as class teacher in Year 3 P. Thanks to Mrs Jervis and Mrs Aamodt for their hard work in leading the class in Term 1.

Year 5 P: Ms Marion Wong will take over as class teacher in 5 P following the return of Mr Rowe to UK, due to the ill health of his wife. Ms Wong is a highly skilled and experienced teacher from the UK and we are very pleased to have her join our staff team.

Pre-Nursery: Mrs Karen Ellis has now moved from Year 1 to join our Early Years Cubs team where she will be an additional, skilled teacher supporting with the expansion of our pre-nursery classes.

ECA's BEGIN MONDAY 6 JANUARY

All ECA's start this week. You should have received confirmation of ECA allocations before the break but if you have any questions, please contact the school office or Ruth Hanson r-hanson@bisspuxi.com



REMINDERS

To ensure that we have a positive start to the term, please can I ask you to read through the reminders below. If you have any questions about any of these, please contact your child's teacher or contact me directly.

COMMUNICATION

We ask that parents regularly check the school website to ensure that you are fully aware of key events, dates, letters and news. In addition to face-face meetings, parents are also encouraged to use the Communication Book to share any information or concerns. You can also email the class teacher directly and they will get back to you as soon as possible. Class teacher emails are listed in the Parent Handbook and on the website.

A Weekly Year Group Newsletter appears on the school website and Moodle page every Friday. This gives a simple overview of lesson content in Literacy, Maths, Themed Learning and key vocabulary for the coming week. Information, reminders and trip information will also be given as necessary. By posting this on a Friday you will have the opportunity to talk to your child/children about what they will be doing the following week.

Moodle is a school-based website, which means that only registered school users can access the site, providing a safe and welcome social learning network for children, parents and teachers. We will use Moodle each week to share the weekly Year Group News about curriculum, special activities, reminders, links to homework and extended learning tasks, and highlight the successes of children, including the Star of The Week for each class. Please speak to the class teacher if you have a problem with the login, username or password.

START OF THE DAY

We have a large body of students and so we ask for parental support to ensure that the start and end of day procedures are orderly and safe. In the morning children should remain in the playground until the bell rings. On this signal they should line up in their designated zone where the class teacher will collect them to go together to class. It is a really busy time and so parents are asked to remain in the playground and not to come into the building. EYFS children can be taken directly to their classrooms. Should you need to speak with the admin staff, please wait until the children have cleared from the playground. Children must NOT play on the climbing frame before school.



END OF DAY

Children in Years 5-6 will exit independently from the side door to the playground. Children in Years 1-4 will be brought to the front doors by their class teachers. Parents/Guardians should remain in the playground until the class teacher dismisses the children to waiting parents or guardians. EYFS children can be collected from the EYFS area. If you wish your child to go home with another parent/child, it is important to let us know in advance by email or in the communication book. We must be informed no later than 2.00pm. Only children in Years 3-6 can play on the climbing frame after school but they must be supervised closely by an adult at all times.

UNIFORM

We expect children to come to school looking smart and tidy, wearing their full school uniform each day. Only formal BISS uniform should be worn and in winter this includes a school sweater or cardigan, with fleeces available for PE and outside play. Boys should wear long school trousers and girls should wear school skirts/dresses with black or grey tights or long socks (no leggings or coloured tights). Hair should be tied back and hair accessories should be moderate and in dark colours. Black shoes should be worn by all; boots are not permitted. Teachers will send home a “uniform reminder” when children are frequently not following the uniform code. We ask you to please label all clothing with your child’s name as this makes it easier to find lost/missing items.

HEALTHY SNACKS

We ask that any snacks sent to school are of a healthy nature such as fruit, vegetables, sandwiches or crunchy bars. Children are not permitted to bring sweets, chocolate or fizzy drinks. We also ask that you do not send your child with large bags of crisps or biscuits, in addition to not being healthy; this often leads to children “sharing” with other children who are not allowed these foods.

NUT FREE SCHOOLS

We have several students and teachers at each stage of the school who have severe nut allergies. Exposure to nuts or nut products can have very serious health consequences for these people so it is essential that all members of our school community are understanding and follow our strict policy of being a NUT free environment. Please take a little time to ensure that snacks, cakes, packed lunches, party foods or prizes are free of nuts!



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BIRTHDAYS AT SCHOOL

We recognise that a birthday is a very special day for children and we will always acknowledge this at school. Within the classroom we will sing “Happy Birthday” and try to make the child feel special on this special day. We are happy for parents to send a cake to school to share with the class but we ask you to avoid cakes with nuts as some children may have allergies. In Years 1-6 cakes should be sent to school during the Golden Time session only on a Friday and we ask that parents inform class teachers in advance. In EYFS, please check with the class teacher. We do however remind you that school is not the place to have a party for your child and we ask that you DO NOT send party bags or sweets to school. Any such bags will not be distributed and will be returned to the issuing family, so please avoid a situation where your child may be upset or disappointed.

WHO TO CONTACT IF YOU HAVE CONCERNS

If you have any issues concerning your child’s schooling or education it is important that you have easy access to someone who is well placed to deal with the matter. Your first point of contact, in most cases, should be your child’s class teacher. However, if that person is unable to deal adequately with your concerns, then you should contact the appropriate school leader;

Head of Primary	Niki Meehan	n-meehan@bisspuxi.com
Assistant Head of EYFS	Ruth Hanson	r-hanson@bisspuxi.com
Assistant Head of KS1	Maria Monro	m-monro@bisspuxi.com
Assistant Head of KS2	Eleanor Jess	e-jess@bisspuxi.com

Thank you for your support and co-operation,

Best wishes

Niki Meehan
Head of Primary