



THE BRITISH SCHOOL  
OF GUANGZHOU  
A NORD ANGLIA EDUCATION SCHOOL



*Welcome to  
Early Years*

A Guide For Parents



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“ We are delighted that you have chosen The British School of Guangzhou for your child. ”

**Mr. Matthew Cox**  
**Head of Primary**



## *A Message from the Principal*

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Dear Parents,

This Foundation Stage handbook will introduce you to the specific policies and procedures which will help you to support your child in quickly becoming integrated into their life at The British School of Guangzhou (BSG). Please take the time to read it through carefully and keep it on hand for future reference.

It is widely accepted that it is within the early years that the foundations of a successful education are laid. We acknowledge the importance of this stage within BSG by adopting the best practice of the UK Early Years Foundation Stage framework (EYFS) to provide your children with the best possible introduction to their school life.



As you would expect, the emphasis at this age is on learning through direct experience, with a focus on play-based activities and particular attention being given to children's personal, social and emotional development to help them develop the confidence they need to become independent learners.

The Foundation classrooms are lively places, full of the joy of learning with children supported by class teachers, teaching assistants, cleaning support assistants (ayis) and specialist teachers in music, PE, ICT and Chinese to ensure that they are provided with the experiences to match the full range of their talents and abilities.

The facilities provided at BSG for our Foundation Stage children really do provide an ideal environment to support their educational development. Our children enjoy a safe and caring environment with specialist areas for role play, reading, dance, music, ICT and indoor and outdoor play areas.

I have no doubt that you will see your child grow in confidence and ability in a learning environment where they can feel respected and can learn to respect others.

Welcome to the Early Years Foundation Stage and to our school.

*Mr. Mark Thomas*  
School Principal

## A Message from the Head of Early Years

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Dear BSG Community,

We are delighted that you have chosen The British School of Guangzhou for your son or daughter. We look forward to a happy partnership with both yourself and your child.

During their time with us, we aim for children in the Foundation Stage to develop their independence and confidence in all areas. We aim to create an environment where children feel safe, secure, happy and motivated to learn. This is through a variety of stimulating and challenging experiences, which develop the whole child in line with our school ethos of meeting the individual needs of every child.

We pride ourselves on many aspects at BSG, in particular, our adult-child ratios, the professional expertise of our staff, our excellent resources, including iPads and interactive whiteboards in every classroom, and superb facilities, including the library, ICT suite, music studio, dance studio, sensory room, indoor play areas and an exciting outdoor playground.

At BSG, the Foundation Stage incorporates Toddler Cubs (1 & 2 year olds), Pre-Nursery (2 & 3 year olds), Nursery (3 & 4 year olds) and Reception (4 & 5 year olds). In this stage, children in each class are supported by at least two teaching staff, a fully qualified teacher and teaching assistants, as well as a cleaning support assistant (Ayi). Throughout the year, we are also joined by many other adults who enrich the school experience of your child, for example, we have visitors that include parents, nurses, doctors, dentists, policemen, etc.



In the Foundation Stage, we follow the British Early Years Foundation Stage framework (EYFS) currently being taught in all Early Years settings in the UK. The EYFS framework is based on the philosophy that young children learn best through a play-based curriculum, with a balance of adult-led and child initiated activities. Children are continually assessed to ensure they are being suitably challenged. Assessments are carried forward to the child's next class and ultimately to Key Stage 1, to ensure a smooth transition for each child.

Our mission is to create a lifelong love of learning through our core values of commitment, respect, responsibility and integrity, coupled with Early Years provision. We help your child to identify their personality, talents and abilities, enabling them to develop a strong sense of self, feel positive about their abilities as a learner, form constructive relationships and become confident communicators.

I hope the following information gives you an insight into life in the Early Years Foundation Stage (EYFS) at BSG.

Welcome to our school! If you require further information or have any questions, please feel free to contact me at [matthew.cox@bsg.org.cn](mailto:matthew.cox@bsg.org.cn).

*Mr. Matthew Cox*  
Head of Primary



## The Foundation Stage Curriculum

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We must always remember that ‘play’ is a young child’s work and that the ground we cover will lead automatically to a readiness for reading, writing and mathematical concepts.

Our well-balanced, carefully-planned Foundation Stage curriculum will enable your child to progress towards the English national curriculum. Work is planned through seven areas of learning, where language, numeracy, social, physical, scientific and technological skills are provided for and developed through conversation, discussion, questioning, reasoning, stories, rhymes, books, social play, games and outdoor activities.

The seven areas of the Foundation Stage curriculum are:

- Communication & Language
- Physical Development
- Personal, Social & Emotional Development
- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts & Design

At BSG, we aim to provide a caring, relaxed and happy atmosphere, which will allow your child to enjoy the learning experiences offered while developing their potential in their own time and at their own pace. Work is carefully differentiated to cater for individual needs.

Praise will be given to celebrate successes and support provided in areas for development. Learning experiences are play-based to ensure wide-ranging and first hand experiences for all.

Assessments are made continually throughout your child’s education to ensure they are progressing at expected levels and are suitably challenged. Teacher assessments will be shared with parents throughout the year. Portfolios are also kept by each teacher to evaluate your child’s learning.

Work samples are collected, which help document each child’s progress on their learning journey and celebrate new achievements.

Cultural awareness is promoted throughout the year through songs, rhymes, class celebrations and festivals. Time is given for expression through art, music, dance and drama, often integrated with singing sessions and school assemblies.

As children who attend BSG are living in China, we feel it is very important that they learn about the customs and language of their host country. Children in the Foundation Stage take part in the Chinese language programme, which is taught by native-speaking Chinese teachers. In the Toddler class, children will have a Chinese circle time each day. In Pre-Nursery and Nursery, children receive 30-minute Mandarin lessons, four times a week. In Reception, this is increased to 40-minute lessons, four times a week. At BSG, we have two Chinese programmes, one for native speakers (CL programme) and one for those children who are learning Chinese as an additional language. All children are assessed to ensure they are placed on the appropriate Chinese language programme.

English is the language of instruction at BSG and it is expected that children from Reception-age upwards have an acceptable level of English to ensure they can successfully access the curriculum. For those children who need extra support with their English language, we have an English as an Additional Language (EAL) programme from Reception upwards, for which there is an additional charge. During the pre-entry assessment, we assess whether the child would benefit from entering the EAL programme and parents will be advised of this.





We pride ourselves on being able to offer Early Years specialist teachers to teach in the areas of PE, music and Chinese. Parents will get the opportunity to meet specialist teachers at parent-teacher consultations.

Taking the children into the community is an integral part of our curriculum. We aim for each class to have a field trip each term. Parents will be notified of field trips throughout the year.

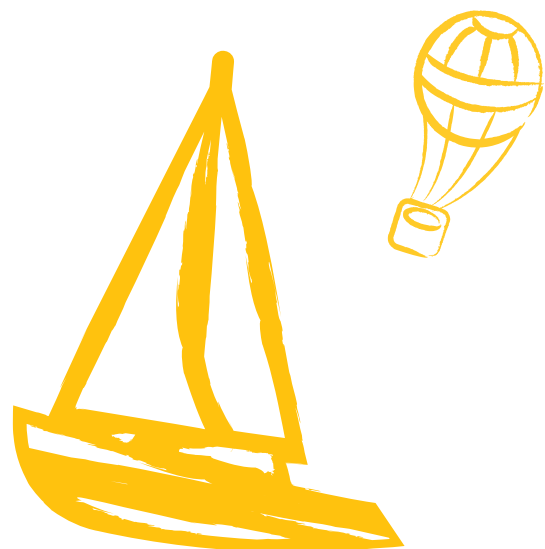
A guideline to the main objectives of the Early Years programme is included on the following page. For further information about the Early Years Foundation Stage, please go to this website: [www.education.gov.uk](http://www.education.gov.uk) and search EYFS.

Additionally, an outline of the themes taught in Toddler class, Pre-Nursery, Nursery and Reception are given (these themes will be reviewed and may be modified during the school year).

At the beginning of each term, a curriculum overview will be given to all parents to inform you of the teaching and learning that will take place in your child's class during that term. Weekly curriculum updates will also be provided.

“ Field trips enhance learning by taking students to the great outdoors and beyond to experience class topics. This includes trips to the supermarket and the zoo. ”

— Reception Teacher



# Foundation Stage Curriculum Outline

## Communication & Language

Development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves and to speak and listen in a range of situations.

## Personal, Social & Emotional Development

Involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

## Mathematics

Involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.

## Understanding the World

Involves guiding children to make sense of their physical world and their community, through opportunities to explore, observe and find out about people, places, technology and the environment.

*"You're never too old, too wacky, too wild, to pick up a book and read to a child."*

Dr. Seuss



## Physical Development

Involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control and movement. Children must also be helped to understand the importance of physical activity and to make healthy choices in relation to food.

## Literacy

Development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

## Expressive Arts & Design

Involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings. This is through a variety of activities in art, music, movement, dance, role-play and design and technology.







## *Life in the Foundation Stage*

Early Years classrooms are very busy and active places. Your child may initially feel a little overwhelmed. This is normal and to be expected. With your help and with close cooperation between parents, your child will soon become confident and happy. Here is some general information that you may find useful before your child begins school:

### *The School Day*

The school day is from 8:00am until 3:00pm. Toddlers do half-days and Pre-Nursery children typically go home at 12:00pm.

There is a morning break, a lunch break and an afternoon break, where children are given time to eat their snacks/lunch and take advantage of the excellent facilities (sandpit, climbing frames, bikes and trikes, play equipment, etc) provided on the playground. Playtimes are supervised by members of the teaching staff and ays at all times.

### *Physical Education*

At BSG, physical education plays a large part in the curriculum. Children are given lots of opportunity to engage in physical activities and they have two PE lessons a week.

### *Music*

We support the children's creativity through a variety of musical activities. We have an extensive range of age-appropriate musical instruments in our music studio, and the children are given opportunities to express themselves through singing, music and movement.

In our Foundation classes, children are exposed to music on a daily basis. In addition to this, classes have two music lessons a week taught by a music specialist.



## *Health and Absences*

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Regular daily attendance is expected, though sometimes absence is unavoidable. Please telephone the school on the day if your child is not able to attend. If your child has had vomiting or diarrhoea, please keep them at home for 24 hours. If they have a contagious illness, such as flu or chicken pox, please keep them home until a doctor certifies that they are no longer contagious.

Please advise us of any medical problems your child may have, particularly when there is a contagious condition or an allergy to materials or food. A health questionnaire must be completed and returned to admissions prior to entry.

Medicines will only be given in special circumstances and then the medicine must be clearly labelled with your child's name and dosage. If you would like us to administer medicine to your child at school, you will be required to sign a 'medicine approval form' obtainable from the school administration staff.

During particular times of the year, there are often mosquitoes around the school grounds. If your child suffers from a strong reaction to mosquito bites, please apply mosquito repellent patches on your child's clothing each day.

We have a qualified nurse on the school premises at all times in case of accidents or illness. In addition to this, all staff receive formal first aid training from qualified medical staff every two years. Most minor accidents and illnesses are dealt with at school by the school nurse, and if necessary, these accidents/illnesses will be communicated to you via email. In cases of serious accidents or illnesses, parents will be contacted immediately and your child will be taken to a hospital/doctor of your choice.

## *Food and Drink*

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During each session, Toddler Cubs, Pre-Nursery and Nursery students will be served a nutritionally-balanced snack and drink, therefore the children in these classes do not need to bring in any food from home. If your child is in Toddler Cubs class, any milk you would like your child to have during the morning must be provided by the parents. Reception children should bring in their own healthy snack for their morning and afternoon snacktimes.

All children in Foundation should bring a small plastic bottle/flask of water to school each day (no juice or milk). Please ensure the bottle/flasks are named and that your child can open and close it independently. There are water dispensers throughout the school to refill water containers when necessary.

At lunchtimes, Pre-Nursery, Nursery and Reception students will be served a hot meal, including a main course, soup, salad, dessert and drinks. A menu is available on the website and is updated on a weekly basis.

Please note: The school is a nut-free zone as a precaution to protect some of our students who have severe nut allergies. Please do not send nuts or any kind of snack that contains nuts for children to eat on the bus or at school.



## *Behaviour*

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At BSG, we have very high expectations of behaviour and always encourage children from a very young age to be helpful and show respect for others. However, we do understand that from time to time, children sometimes make mistakes or misbehave. This will always be dealt with in a sensitive way and the child will be reminded of acceptable behaviour. If a problem persists, you will be notified and an appointment will be made for teachers and parents to discuss any issues or concerns.

## *House System*

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The Foundation Stage has a reward system, which encourages good behaviour, academic achievement and effort. Each student will have the opportunity to earn 'house points'.

Once your child has been accepted to BSG, they will be allocated a 'House' (Normans-Red, Saxons-Green Vikings-Yellow, Romans-Blue). Throughout the year, we have a variety of house events, in which your child will participate. For these events, your child should come to school in their house colour t-shirt (which can be purchased from our uniform shop). You will be notified of your child's house colour once your child enters the school. Where possible, siblings will be assigned to the same house.

## *Uniform*

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Despite the children being very young in the Foundation Stage, we encourage an awareness of self-respect from the very beginning. We view the appearance of our students highly as it reflects well upon the school as a whole. Therefore we ask you to ensure your child is dressed in correct uniform (including shoes and socks) at all times.

Please note that shoes should be black, preferably without laces, as it is important that children can put their shoes on independently. Encourage your child to dress themselves and teach them how to do up buttons/zips on coats and bags, as they will be expected to do this independently at school.

Information about uniform expectations and which items should be purchased can be obtained from our administration team, or from the 'Parent Essentials' section of the school website ([www.bsg.org.cn](http://www.bsg.org.cn)).

With very young children, we understand that accidents do happen. We therefore ask you to provide a complete spare uniform, including spare socks and underwear to be kept in your child's locker at school.

Since we play outside every day (weather and air quality permitting), please ensure your child has a BSG coat for when the weather gets colder, and a sunhat (to be kept at school) in summer. No jewellery should be worn other than ear-studs. No nail polish or fake tattoos should be worn, and children with long hair should have it tied back in a simple hair-band.

Please label all your child's belongings clearly with their full name to avoid accidental loss. If your child does lose an item of uniform or personal belonging, then we have a 'lost and found' box at the main reception desk.

We discourage any toys or other personal possessions being brought to school, unless the teacher has requested them as part of the curriculum studies or for 'Show and Tell' sessions.

## *Security*

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There is no issue the school takes more seriously than the safety of our students. We have security guards and cameras throughout the campus to ensure unauthorized personnel do not enter the school grounds and all visitors entering the school are required to sign in and out. We believe our students are very safe during the day, and with your assistance, believe we can continue our high standard of security.

At the beginning of each day, please ensure that children are received by a member of staff at the entrance to their classroom. If your child comes to school on the bus, then the bus monitor will ensure the safe arrival of your child to their classroom.

Please ensure that your child is collected from a member of staff in the designated area at the end of each school day. It is essential that we have an accurate record of who is authorised to collect your child. If your child is collected from school, you will be given a security pass, which you must present every time your child is collected. We will not release a child to the custody of anyone unless we have received formal written/verbal notification from the child's parent.

Children using the school bus service will be taken to their bus by a member of staff and the bus monitors will ensure your child is taken home safely.

It is very important to collect your child promptly at the end of each session/day, as young children often become distressed if they think they have been forgotten.

If you need to collect your child during the school day, please go to the main reception area and speak to the school receptionist, who will collect your child from the classroom for you.

Parents must provide the school with at least two contact telephone numbers in case of emergencies. It is vital that you inform the school of any changes to these contact numbers.

If you are dropping off or collecting your child from school, please park in the car park above the school. Vehicles are not permitted to stop on the road outside of school due to safety reasons. Your cooperation with this will be greatly appreciated.



## Reports and Parent-Teacher Consultations

Progress reports are sent home each term. During the first term consultation, it is normal to discuss learning habits and personal and social matters, while in the second term, we would expect to discuss the curriculum and individual targets, as well as personal and social matters. If parents have a particular concern or interest, they need not wait until an official parent/teacher consultation to meet with teachers. If you require a meeting with the teacher, please contact your child's teacher to arrange a mutually convenient time.

Other occasions when teachers will meet with parents are the traditional 'Meet the Teacher' event at the beginning of an academic year, as well as curriculum days/events organised throughout the year.

## Settling in Period

Nursery children will have a 'settling in' period for at least their first week of school. During this period, they will go home at 12:00 noon. This is to allow them to settle in and become familiar with their surroundings, including their new teachers, before starting to participate in the Nursery quiet time and lunchtime that is expected at school.

## Transition

Towards the end of the year, the children participate in a variety of 'transition' activities. We also have a 'transition morning', where the children spend the morning in the following year's classroom, and if possible, meet their new teacher. This is to ensure the move from one year to the next is as stress free and smooth as possible for the children.

## Quiet Time

As part of the school routine, children in the full-day Pre-Nursery and Nursery classes will have time to nap for about one hour each afternoon. The quiet time takes place in our classrooms (which are air-conditioned and heated) and soft music and lighting are provided to create a relaxing environment. The children will need a small blanket (not duvet) and pillow in a cotton bag or pillow case, all labelled with the child's full name. A cotton sheet will be provided to cover their sleeping mat and this will be sent home every Friday for washing and needs to be returned each Monday. All your child's bedding will be kept in an individual locker within the rooms.



# Pet Shop



treats



food



rabbit

star

he

oval

rhombus

hexagon



## *Buses*

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Here at BSG, we view the school buses as an extension of school and the same high expectations are in place for all the students using them. There is often a range of ages present on a bus, and the older children are encouraged to take care of the younger children and act as role models.

If your child is not taking their usual bus home, then parents must inform our bus manager, who coordinates the bus system at BSG, and the class teacher the day before. All our buses have at least one bus monitor, who is responsible for monitoring safety on the bus and who will contact parents if the bus is delayed for any length of time.

## *Role of Parents*

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At BSG, we acknowledge the importance of involving our parents in their child's education, and we encourage the support of parents throughout the school. We have an Early Years specific Parent Support Group (PSG), which is coordinated by parents. The PSG organise events such as International Day, seasonal fayre's, school discos and a variety of other fun activities.

In addition to your role within school, we also encourage your support with your child's learning at home. The enjoyment and knowledge that young children get from books is invaluable at this age and we encourage parents to read with their child as often as possible at home. Once children are in Reception, they will start to do homework and will need their parents support to meet the expectations of the homework programme until they develop a greater level of independence. At BSG, we consider homework to be an excellent way to review or reinforce work taught in school rather than a way to extend learning.

## *Reading & Library Facilities*

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On the South Park campus, we have an extensive Early-Years-specific library, which is used to enhance the curriculum. All children are given the opportunity to choose a library book each week to take home to share with parents. This book should be returned to school each week to enable your child to change it for another.

In addition, Reception children will start to bring home levelled reading books. To help support their early reading skills, we ask parents to read with their child as often as possible. The reading books will be changed regularly and should therefore be kept in your child's book bag to enable the teacher to change it as necessary.



## *Special Events*

Throughout the year, we have many special events, where the children are asked to come to school in costume or fancy dress. In October, we celebrate the Moon Festival and children come to school in traditional Chinese costumes. We have a Book Week, where we invite guest readers (parents and other teachers) into classes to read their favourite stories. On the last day of Book Week, the children come to school dressed as a character from a book. We also have International Day, where the children come to school dressed in the national costume of their country or choose to 'adopt' a country's national costume if preferred. A popular event is Halloween, as the children can come to school dressed as their favourite character or as something scary! We also celebrate Chinese New Year, where once again the children come to school in traditional Chinese costumes and participate in a variety of Chinese activities.

There are a variety of other curriculum events throughout the year. Another highlight of the year is the Christmas Performance, in which all children perform for parents in our festive show. As you can imagine, this creates a very broad and vibrant curriculum and each year we add into this mixture a number of curriculum information presentations, workshops and open days to give our parents an opportunity to gain a better understanding of exactly what the Early Years Foundation Stage curriculum is all about.



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