

Welcome to The British School of Beijing, Shunyi
Primary
2018-2019



**THE BRITISH SCHOOL
OF BEIJING, SHUNYI**
A NORD ANGLIA EDUCATION SCHOOL

Contents

“Welcome!” from the Head of Primary – Ms. Nonie Adams	3
Uniform	4
What to prepare	6
Parent/Teacher Communication	7
School Rules/Values/Behavioural Policy	9
Our School Day	13
Term Dates	18
First Day	19
Parent Association	20
Important Contacts	21
And finally	22

"Welcome!" from the Head of Primary - Ms. Nonie Adams



Dear Parents,

Welcome to the British School of Beijing, Shunyi Primary School. We are very proud of our school. Over 60 nations come together to make it a unique environment in which to learn and grow. Many families join us throughout the year so we are very experienced with helping every child settle in quickly. Our friendly teachers always do their utmost to ensure their transition goes smoothly because we know as soon as your child feels settled, you will too. Our staff team work exceptionally hard to make sure your child is offered the very best support in and out of the classroom.

Your child will experience:

- a happy, secure and engaging school environment
- a broad and balanced curriculum, with high expectations resulting in rapid progress and high academic standards
- innovative teaching and effective learning
- success for all – be it in the classrooms, on the sports fields, on the stage or in the wider community
- a true partnership between school and home

Working together is essential. We operate an 'Open Door' policy and you are most welcome to contact myself or other staff members if you have any matters you want to discuss.

This short welcome guide will provide you with all your 'need to knows' before joining us and help you understand our school routine. I hope it helps support you in your preparations whether you are moving to Beijing or joining us from a local school.

Sending you and your family a warm welcome to BSB, Shunyi.

I look forward to working with you.

Ms. Nonie Adams

Uniform

Full school uniform should be worn every day. Teachers will let you know in advance when the children need to wear alternative uniform (such as P.E kits or their own clothes) for sports days or field trips.

You can purchase our school uniforms from the Uniform Shop which is located in the foyer.



For your convenience you can also order school uniform by going to our [website](#), downloading and completing an order form and emailing it to: syuniform@britishschool.org.cn

UNIFORM SHOP OPENING HOURS		DAYS	TIMES
Spring Term Time	Ends Friday 21st June	Monday - Friday	8:00am – 5:00pm
Holidays	Monday 25 th June onwards	CLOSED	CLOSED
	Monday 30 th July	Monday - Friday	9:00am – 4:00pm
	Saturday 18 th and Sunday 19 th July	Saturday and Sunday	9:00am – 4:00pm
Summer Term Time	Beginning Monday 20 th August	Monday - Friday	8:00am – 5:00pm

In the winter, if students come into school in boots, they need to bring smart indoor shoes to change into.

Hair

No extreme hairstyles including shaved patterns. o Natural colour hair only. o Girls with long hair (below their collar) must tie it back when in school. o Boys' hair must be cut above the collar or tied back if longer than their collar.

Jewellery

Earrings: only sleepers or studs. Single piercing in each ear only. o Bangles / bracelets, rings, necklaces and broches / badges (except for school House Captain / Student Councillor / Head Boy / Girl): not to be worn in school o Religious or cultural affiliations will be taken into account

Make-up

No makeup of any form is permitted o False nails are not permitted o Only clear nail varnish is allowed. No coloured nail varnish (unless it is for a special event such as a theme day or school performance).

Primary School Uniform (Girls)		
Winter		Summer
Year 1 – Year 3	BSB pinafore dress BSB short-sleeved white polo shirt or BSB navy blue cardigan Black tights Flat black leather shoes BSB blazer (optional), Warm coat	BSB Summer dress White socks Flat black leather shoes Summer hat
Year 4 – Year 6	BSB Primary skirt or grey trousers Long-sleeved white blouse (tucked in) BSB navy blue cardigan Black tights Flat black leather shoes BSB blazer (optional), Warm coat	BSB Summer skirt or BSB Summer Skirt and BSB white polo shirt White socks Flat black leather shoes Summer hat

Primary School Uniform (Boys)		
Winter		Summer
Year 1 – Year 2	BSB grey trousers BSB white polo shirt BSB navy blue sweater Black socks Black leather shoes BSB blazer (optional), Warm coat	BSB grey shorts BSB white polo shirt or Black socks Black leather shoes Summer hat
Year 3 – Year 6	BSB grey trousers Long-sleeved white shirt (tucked in, top button done up) BSB navy blue sweater BSB Primary tie Black socks Black leather shoes BSB blazer, Warm coat	BSB grey shorts BSB white polo shirt Black socks Black leather shoes Summer hat

Primary PE and Swimming Kit (Y1 - 6 Unisex)	
Winter	Summer
BSB sports short sleeve shirt BSB tracksuit top BSB tracksuit trousers White socks or BSB sports socks White soled trainers/sneakers BSB house t-shirt Drink bottle	BSB sports short sleeve shirt BSB sports shorts White socks or BSB sports socks White soled trainers/sneakers BSB house t-shirt Summer hat or BSB sport hat Drink bottle
Swimming (Y1-Y6) BSB Swimsuit; BSB Swimming hat (house colour)	

What to prepare

Children are provided with all the stationery they need to fully engage in their lessons. Whilst there is no need for students to bring any additional stationery items with them, some students do like to have their own special coloured pencils, felt-tips or other stationery items. If students do bring their own stationery items school, we ask that everything is carefully labelled with the child's name and class and able to be stored in a suitable pencil/stationery case.

Please make sure your child brings with them:

- Water Bottle
- Back Pack



Parent/Teacher Communication

At the British School of Beijing we see every child as an individual and it is integral to maintain open communication. We greatly value working in partnership with parents and carers to ensure the very best for your children.

When dropping off or collecting your child

When you drop your child off in the morning, or collect them at the end of the day, it is a good opportunity for you to convey any important updates to their teacher. For example if your child didn't sleep well the previous night or if you have noticed their progress within a certain area, it is beneficial to briefly share this information. Please be mindful that teachers do lesson preparation before and after the children come to class so if you would like to discuss anything in depth it would be a good idea to email them and arrange a convenient time to meet with the teacher.

Emailing your Child's Class Teacher

If it is not convenient for you to briefly visit your child's teacher, you are more than welcome to email them instead at any time. Teachers check their emails regularly at the beginning and end of the day (before 8am and after 4.30pm) and will reply to you as soon as possible. You can also schedule meeting with class teachers via email if you wish to. Parents will receive a response to emails sent within 24 hours

Firefly and Seesaw

Firefly is a password protected parent portal which will provide you with an overview of the planned future learning of your child, as well as specialist lessons and timetables.

Seesaw is another password protected portal which engages students in their learning by encouraging them to post and comment about their classroom and activities themselves alongside their teachers. You will be able to see:

- Regular posts about learning completed by your child
- Weekly subject summaries of the learning from their teacher
- Home Learning
- Star of the week
- Notices about upcoming events



SOCS

SOCS is our online platform which will allow you to register your child for after school activities and sports activities.

Your login details for **Firefly** and **SOCS** will be sent to you by your child's class teacher in their welcome email which is sent out shortly before their first day at school. If you have any problems signing in thereafter you can contact our **Primary Secretary**:



Email: prireceptionist@britishschool.org.cn

Phone: 80473532

Newsletters via Email

Every Friday, the Head of Primary writes an email to all parents informing you of the highlights from that week and important dates for the upcoming week.

Every Monday morning a 'Monday Morning Memo' is sent from the Primary PA reminding all parents of important events taking place that week.

Twice a month, newsletters covering events throughout the entire school, Parent Association activities, and important updates from the Principal will be sent to you.

Progress and Attainment Reports

We hold 3 Parents' Evenings a year which gives you the opportunity to talk one-to-one with your child's teacher about your their progress, attainment and targets.

In the first and third terms you will receive an official BSB school report about your child's progress and attainment. Every child also receives a Settling-In report four weeks after they start school and in Term 2 we issue a Target report card.

Parent Learning Looks (PLL)

PLL events are organised termly and create special opportunities where you will be invited into the school to see your child's learning in action. You will be able to engage with your child during their learning process, see the end product of a unit or perhaps listen to an oral presentation of a research project. All PLL events

will give you a better understanding of what your child is doing in school, how they learn and their learning strengths and interests.

Meet the Teachers

At the beginning of the year we hold a Meet the Teachers event for parents to meet all of the teachers in the year group, hear about the curriculum and the organisation of specific year groups.



School Rules/Values/Behavioural Policy

School Rules and positive behaviour

Students learn good behaviour as a life skill and we expect every member of the school community to behave in a considerate way and learn values appropriate to a courteous and caring society. We help our students grow in a safe and secure environment, and to become positive and responsible members of the global community.



Our Golden Rules

At BSB, we have very high expectations of behaviour and always encourage children from a very young age to be helpful and show respect for others. The whole school follows a set code of 'Golden Rules' which explain our expectations to the children very clearly. These are displayed at child height in every classroom and are referred to daily.



Rewards and Achievements

- **Golden Time**

Each week every student earns themselves 30 minutes of “Golden Time” based on good behaviour. During Golden Time they have the opportunity to take part in a variety of exciting and fun activities.

- **PAW Points**

Here at BSB the children are awarded PAW points to record both their academic and non- academic achievements. Achievements can range from making great progress in English, to showing kindness to a new friend. The PAWs system encourages a real sense of pride, achievement and fosters a strong community spirit amongst children as PAW points go towards each child’s respective House.

- **PAW Certificates**

Individual students are awarded a certificate at a Friday Assembly to acknowledge their great achievement once they have earned a certain amount of PAW points.

100 PAWs = Bronze

200 PAWs = Silver

300 PAWs = Gold

400 PAWs = Emerald

500 PAWs = Diamond



Consequences of Inappropriate Behaviour and Informing Parents

Just as children receive Golden Time for keeping the Golden Rules, they must lose it if they break them.

- First behaviour misdemeanour – verbal warning given
- Second behaviour misdemeanour – the child receives a ‘written’ warning (some teachers may use a simple traffic light system or other visual reminder to help the children understand this)
- Third behaviour misdemeanour – the child loses five minutes of the next Golden Time.
- Where the misbehavior or breaking of the Golden Rules is of a more serious nature:
The child loses five minutes or more of Golden Time immediately

If a child consistently loses Golden Time parents will be informed. Parents are also informed by the child’s class teacher if there are regular occurrences of inappropriate behaviour. If a child is involved in an act of serious misbehaviour such as deliberately physically or verbally harming another child, parents will be contacted by a member of the Primary Leadership Team and invited into school to discuss how to improve the child’s behaviour as well as the consequences for their actions.

Zero Tolerance of Bullying

We have a zero tolerance of bullying. Preventing and raising awareness of bullying is essential to keeping incidents in our school to a minimum. Through assemblies as well as PSHE lessons, pupils are given regular opportunities to discuss what bullying is, as well as incidents we would not describe as bullying, such as two friends falling out, or a one-off argument. Pupils are taught to tell an adult or Student Councillor in school if they are concerned that they or someone they know is being bullied.



Houses

Traditional to British culture, upon joining BSB your child will be assigned to one of our four Houses:

- Romans (blue)
- Normans (red)
- Vikings (yellow)
- Saxons (green)

Each House has an elected Year 6 Captain. Students earn PAW points for their houses which are calculated on a weekly basis. The totals are then announced in assemblies and put on their House's displays. House members are working together to win the House trophy.

During the year there are various competitions in which Houses compete against each other. Competition is fierce but great fun. The competitions include:

- House Sports competitions in year groups (termly)
- House Poetry Competition
- House Sports Days for Years 1-2, in which all pupils run, throw and compete.
- House Swimming Galas where pupils swim for their House.

At the end of each term the House with the most PAWS are allowed to wear their House T-shirts for the day at school, instead of the usual uniform.



Our School Day

Schedule

The school day begins at 8.25am with registration followed by the start of lessons at 8.40am. Children will be allowed into classrooms only after 8.15am.

Students arriving after the registration period should register at the Main Reception Desk, using the Late Arrival/Early Departure Log Book. Secondary students should register in the Secondary Office

Primary School Timetable	
8:15am	School doors open (students should not arrive before this)
8:25am - 8.40am	Registration
8.40am – 10.40am	Period 1
10.40am- 10.55am	Morning Break
10.55am – 11.55am	Period 2
11.55am – 12.50pm	Lunch
12.50pm - 2.05pm	Period 3
2.05pm - 3.20pm	Period 4
3.20pm - 3.30pm	Pack up
3.30pm	Leave for buses or ASAs (After School Activities) . Buses
3.30pm - 4.25pm	ASAs on Tuesday, Wednesday and Thursday
4:30pm	Leave for ASA Buses

Please note:

If your child does not have an ASA after school then they must be supervised, at all times, by a parent or career if they wish to stay longer at school (use the library etc)

Snack

Children in Years 1 - 6 are welcome to bring in a suitable healthy **nut-free** snack from home (a piece of fruit or dry biscuit for example) to eat mid-morning if they wish. We are a **nut-free** school.



Lunch

A balanced meal is served, with choices of different main course or a sandwich, and salad bar, yogurts and dessert, every day. Drinks include milk or water. Lunch is included in the tuition fees so no extra money is needed to give to your children for lunch. 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.

Lunch is self-service in the school dining room and is offered in year-group order.



AQI

At The British School of Beijing, Shunyi, we make every effort to ensure we provide a safe environment for our children to learn in.

Our campus uses three air purification systems which work in unison across the entire school:

1. Beacon filters are installed in our central air conditioning system
2. Daikin high-specification ceiling-mounted brand air filters are in all of our classrooms
3. Foyer areas feature positive pressure systems over all entrances and a large-scale IQ Air filter over the entrance to the multi-purpose room.

We aim for our classroom AQI to be no more than 10 µg/m³

AQI	Procedure for Primary School
Under 150	Day procedure remains as usual
150 - 180	Students with respiratory problems are excused from outdoor activities
180+	All students are restricted from high impact activities
200+	All students are restricted to indoor activities only
250+	All outdoor ASAs cancelled and all outdoor sports tournaments cancelled
300+	Beijing day trips and excursions are cancelled



School Bus, Parking and Drop-off/Pick-up

School Bus

We have an excellent school bus service covering most of Beijing to help get our students safely to and from school. Our fleet of busses are all easily recognisable with our school logo and fitted with air purifiers to ensure a comfortable journey for all of our students. An ayi will be assigned to each bus to accompany the children on their journey.

For safety reasons, please encourage your children to adhere to the following bus rules:

- Follow all the bus monitor's instructions
- Sit with your seatbelt fastened
- Only talk with your neighbours - there shouldn't be any screaming, inappropriate language, conversations, behaviour or music
- No eating on the bus



For any queries about the bus schedule or arranging the school bus for your children, if you have not already done so, please contact our bus team:

Email: SYBUS@britishschool.org.cn

Phone: 80473588 ext 2568/2580

Drop-Off

We have a large car park which is used by the school busses and by parents dropping off children to school in the morning. There is a designated drop-off lane that is clearly marked and this is used for buses and cars that are dropping off **only**. For those wanting to park and accompany their children into school, there are designated car park spaces that should be used. Please be aware that children will be walking across the car park. Your speed in the area should not exceed 10mph/16kph.

Pick-Up

Children are not allowed to go home by themselves and must be accompanied by a parent or carer. If you have not arranged the school bus for your child then please arrange someone to collect them.

Early Departure

If for whatever reason you would like your child to go home early you will need to complete an Early Departure Form which can be obtained from the nurse or from the PLT office. You will need this to show to our security guards upon exiting the campus.

School Nurse

We have qualified nurses on campus during school hours who 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, we will ask the parents to meet their child and the School Nurse either at school or the local hospital. Our closest hospital is Beijing Family United Clinic in Shunyi (Pinnacle Plaza). Payment for any treatment is the responsibility of the parent.

Home Learning

In Primary we refer to Home Learning, rather than homework, as we like to emphasise our philosophy that learning does not just stop at the end of a school day.

Our Approach to Home Learning

Educational research has shown that where home learning is most effective in Primary schools, it:

- is used to revise and embed key knowledge and skills, developing fluency and automaticity
- is set at a level which enables children to work independently without relying heavily on parent support
- is linked both to students' individual and collective learning needs
- provides students with regular and pertinent feedback on their progress and attainment

Weekly Overview

**Formal home learning begins in Year 2. In Reception children are given phonics and reading tasks suited to their individual needs. In Year 1 children are given phonics, reading and mathematical tasks or games suited to their individual needs.*

	Reading	Phonics/Spelling, Punctuation, Grammar (SPaG)	Speaking and Listening	Mathematics	Topic
Y2	10 - 15 minutes OverDrive Matrix - optional	Phonics-based spelling task	Speaking and listening tasks will be assigned as and when appropriate.	Weekly Maths game or task	Topic Matrix - optional
Y3	15 - 20 minutes OverDrive task (fortnightly)	Phonics-based spellings and task		Weekly Maths task	Project Matrix – optional (fortnightly)
Y4	20 - 30 minutes OverDrive task (fortnightly)	Spelling words, task and test		Daily Maths Challenge, Optional weekly Maths task	Project Matrix - optional
Y5	30 minutes Weekly OverDrive task	Spelling words and test Weekly SPaG task		Mathletics Weekly Maths task	Project Matrix - optional
Y6	30 minutes Weekly OverDrive task	Spelling words and test Weekly SPaG task		Mathletics Weekly Maths task	Project Matrix – at least one option per week to be completed

- Timings provided are minimum expectations only
- Children are expected to read 5 times a week, as a minimum

Further details regarding our Primary Home Learning Guidelines and Expectations can be found on both our school website and our parent portal, Firefly. Each year group also has a Home Learning Information Sheet which can also be found on Firefly.

After School Activities (ASAs)

Parents are emailed the options and timings of the four ASA seasons at the start of Term 1 and thereafter prior to the start of the new season.

Your username for the After School Activity (ASA) programme – (SOCs Co-Curricular) online system will be sent by the class teacher as part of their welcome email.



Term Dates

Academic Year 2018-19

Autumn term

Monday 20 August	Welcome Morning for New & Returning Students -12:00 finish
Tuesday 21 August	First Day of Autumn Term
Monday 24 September	Mid-Autumn Festival - school holiday
Monday 1 - Friday 5 October	National Holiday (Golden Week)
Friday 9 November	Staff Training - no school for students
Friday 14 December	Last Day of Autumn Term - half day
Monday 17 December – Friday 4 January	Winter Holiday

Spring term

Monday 7 January	First Day of Spring Term
Monday 4 - Tuesday 12 February	Chinese New Year Holiday + Staff Training
Friday 29 March	Last Day of Spring Term
Monday 1 - Friday 5 April	Spring Holiday - no school for students

Summer term

Monday 8 April	First day of Summer Term
Monday 29 April - Wednesday 1 May	Labour Day Holiday
Friday 7 June	Dragon Boat Festival
Friday 21 June	Last Day of Summer Term - half day

Please note: There is no school on weekends.

This calendar is subject to change per Chinese Government announcements.

Please check the school website www.bsbshunyicalendar.com for the most up to date calendar.

First Day

Children may go to their classrooms at 8:15 and we advise children to be in class no later than 8.30am so that they can take full advantage of the planned Morning Activities.

On your child's first day at our school a member of our Admissions Team will meet your family and take you to their classroom. Children should arrive nice and early on their first day at their new school so that they have time to settle in properly before lessons start.

Parents are able to walk their child to their class if they would like to. If you have not already been able to do so, you can briefly meet your child's class teacher and teaching assistant (where appropriate). We then ask parents to say goodbye to their child at the classroom door so that their child can begin to become independently comfortable in their new surroundings.

Each new child is allocated a buddy for their first days in school. The class teacher will allocate the buddy and ensure that it is a positive and beneficial relationship.

At the end of their first day in school, parents will receive an email from their child's class teacher to let them know about their child's first day in their new school. If there have been any difficulties or if the teacher has any concerns these will be highlighted in the email along with the positive aspects of the day.



Parent Association

We have a fantastic parent community and group of volunteers that makes us not just a school, but a family.

The Parents' Association is a welcoming group of parents who organise events and activities that celebrate our school community. And they have a lot of fun doing it!

Through their commitment, we make closer links between the school and our community in Shunyi and across China. Major events organised by the Parents' Association include:

- New Parent's Welcome Events
- Back to School Picnic
- Champagne & Canapes
- Book Club
- International Day
- Luncheons & Excursions
- German Market & Christmas Fayre
- Santa's Secret Shop
- Coffee Mornings
- Chinese New Year Temple Fair
- Spring Dinner & Dance
- Summer Fayre
- Year 6 & Year 13 Graduation Parties
- Annual Volunteer Appreciation



For the next upcoming event – read our blog [online](#).

Chatterbox Café

Our PA run Chatterbox Café is the central meeting point for the school community and its visitors. The café is open every school morning from 8.30am to 11.30am and 3.30pm to 5.00pm. Cakes, pies, cookies and delicious bread supplied from local bakeries tempt customers in each day. All of the money is donated to the local community and charity-based organisations such as orphanages, support groups and migrant schools.




Parent Workshops

Almost every week there is an opportunity to come into school and learn about something. Workshops range from phonics, to maths to keeping our children safe online. Keep up to date on weekly parent workshops and outings by checking the [school calendar](#).

Important Contacts

	Who you should contact	Email	Telephone * = extension
Absence (sick)	Class Teacher, Primary/Secondary Secretary, Bus coordinators (if your child takes the school bus)	prireceptionist@britishschool.org.cn secreceptionist@britishschool.org.cn	8047 3532 8047 3575
Absence (long term)	Permission is needed from the Head of Primary/Secondary. Inform the Primary/Secondary Secretary	prireceptionist@britishschool.org.cn secreceptionist@britishschool.org.cn	8047 3532 8047 3575
Admissions	Admissions	admissions@bsbshunyi.com	8047 3504
After School Activities (ASA)	Primary/Secondary Secretary or SOCS	prireceptionist@britishschool.org.cn secreceptionist@britishschool.org.cn	8047 3532 8047 3575
Class Trips/Field Trips	Class Teacher	Class Teacher	-
Counselling	Class Teacher	Class Teacher	-
Early Pick Up	Class Teacher and Primary/Secondary Secretary	prireceptionist@britishschool.org.cn secreceptionist@britishschool.org.cn	8047 3532 8047 3575
English as Additional Language	Head of EAL	anne.buraston@britishschool.org.cn	-
Enrolment Certificate	Admissions	admissions@bsbshunyi.com	8047 3504
FireFly	Primary Secretary	prireceptionist@britishschool.org.cn	8047 3532
Homework	Class Teacher or Firefly	Class Teacher	-
Learning Support	Primary SENCo/ Secondary SENCo	veronica.neresoff@britishschool.org.cn rebecca.mazie@britishschool.org.cn	
Invoicing	Finance	bsbfee@britishschool.org.cn	8047 3588 * 2525
Late Arrival	Primary/Secondary Secretary	prireceptionist@britishschool.org.cn secreceptionist@britishschool.org.cn	8047 3532 8047 3575
Library	Secondary Librarian	rachel.harrison@britishschool.org.cn	8047 3588 * 2544
Leavers Certificate	Primary/Secondary Secretary	prireceptionist@britishschool.org.cn secreceptionist@britishschool.org.cn	8047 3532 8047 3575
Lost and Found	Reception	receptionsy@britishschool.org.cn	8047 3588
Lost Homework	FireFly	-	-
Music Lessons (private)	Director of Music	haley.clark@britishschool.org.cn	8047 3588 * 2535
Medical Issues	School Nurses and Class Teacher	nursesy@britishschool.org.cn	8047 3588 * 2517
Parents' Association		pa@britishschool.org.cn	-
Parent ID cards	Reception	receptionsy@britishschool.org.cn	8047 3588
Recommendation Letter	Admissions	admissions@bsbshunyi.com	8047 3504
Residential Trips	Head of Year	Head of Year	-
School Bus	Bus Coordinators	sybus@britishschool.org.cn	80473580
School Bus Fees	Finance	bsbfee@britishschool.org.cn	8047 3588 * 2525
School Bus Related Emergency	Bus Coordinators	sybus@britishschool.org.cn	80473588 *2568/2580
School Reports	Primary/Secondary Secretary	prireceptionist@britishschool.org.cn secreceptionist@britishschool.org.cn	8047 3532 8047 3575
School Trips	Class Teacher	Class Teacher	-
School Uniform	Uniform Shop	shunyiuniform@britishschool.org.cn	-
SOCS	Primary/Secondary Secretary	prireceptionist@britishschool.org.cn secreceptionist@britishschool.org.cn	8047 3532 8047 3575
Swimming	PE Department	sport@britishschool.org.cn	-
Time Table	Primary: FireFly Secondary: Head of Year	-	-
Tuition Fees	Finance	bsbfee@britishschool.org.cn	8047 3588 * 2525
Update your contact details	Primary/Secondary Secretary	prireceptionist@britishschool.org.cn secreceptionist@britishschool.org.cn	8047 3532 8047 3575

And finally...



CHECKLIST
<input type="checkbox"/> Have you picked up your parent ID card?
<input type="checkbox"/> Have you sent in passport and visa copies to the admissions team?
<input type="checkbox"/> Have you registered for the school bus (if you need to)?
<input type="checkbox"/> Have you followed us on Wechat? Facebook? Twitter? Instagram?
<input type="checkbox"/> Uniform?
<input type="checkbox"/> School Shoes?
<input type="checkbox"/> BackPack?
<input type="checkbox"/> Waterbottle



If you haven't already – download WeChat from your app store. It is an essential in Beijing! Why not follow us for updates on what we are getting up to.



Follow us