

*School
Information
2019-20*



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



Contents

Welcome from the Principal	5
Contact Information	7
General Information	8
School Uniform Guide	11
Our Philosophy - Be Ambitious	13
School Day Timetables	14
Teaching and Learning	15
• Curriculum, Class Trips & Residentials	15
• Assessment & Reports, Specialists' Subjects	16
• After School Activities (ASAs), Community Activities	16
• Languages, PE	18
• Music, Global Campus	21
Houses	21
Homework	23
Communication with Parents	24
Safeguarding Policy	25
Air Quality Policy	26
Transportation	28
• School Buses	28
• Parking & Drop-off/Pick-up	28
• Use of Electronic Devices	28
Life in School	31
• School Lunches & Snacks	31
• School Nurse	31
Parents' Association	33
Term Dates 2019-20	35
Glossary	36

*Our mission is to
be ambitious
for every student
in our school*

Welcome from the Principal



Dear Parents,

Welcome to The British School of Beijing, Sanlitun. We are situated in the heart of downtown Beijing serving a vibrant and diverse community of international families. As a valued BSB Sanlitun family, I hope that you will come to share our commitment and enthusiasm for education, and experience the exciting, lifelong benefits (for pupils AND parents) that come from time spent at a Nord Anglia school.

Our academic Curriculum based on the best elements of a British Curriculum, cherry-picks the essential core curriculum elements of Maths, English, languages, Science, humanities and the arts, and allows teachers from Pre-Nursery through to Year 6 to track, monitor and continually assess each individual pupil on their journey through school.

We take great pride in getting to know each and every one of our pupils, in order that we can help guide them through their early and primary school years in the best and most appropriate way for them, whatever their talents and interests may be.

As part of the wider Nord Anglia family of schools, at BSB Sanlitun our pupils have the wonderful opportunity of being involved in collaborations with leading international educational institutions such as MIT and The Juilliard School. This gives BSB pupils unprecedented access to programmes in STEAM subjects as well as the Performing Arts aimed specifically at the younger age range and which develop the resilience, creativity, collaborative skills and problem-solving capabilities that are becoming increasingly necessary in the 21st century world of work.

I do hope that this handbook will be a helpful aide memoir for you. That said, please do not hesitate to come and see me if you would like to discuss any aspect of your child's schooling or life at BSB Sanlitun; my door is open more than it is closed and you are most welcome to pop in.

With best wishes.

John Brett MA

Principal

Welcome from the Admissions Team

Whether you are a new or returning family, BSB Sanlitun's Admissions Team is here to help you get up-and-running into the new school year as quickly as possible and, where possible, provide helpful information for your transition to Beijing.

Ph: +86 10 8531 1911
sltadmissions@bsbsanlitun.com

Enjoy an exciting and successful school year!

Contact Information

Useful Contact Numbers

San Building Reception	85323088	receptionslt@bsbsanlitun.com
Li Building Reception	85325320	receptionslt@bsbsanlitun.com
Admissions	85311999	sltadmissions@bsbsanlitun.com
Bus Service	85323088 ext 2639	sltbus@bsbsanlitun.com
Nurse (San Building)	85323088 ext 2619	slturse@bsbsanlitun.com
Nurse (Li Building)	85323088 ext 2682	eynurse@bsbsanlitun.com
Uniform Shop	85323088 ext 2624	sltuniform@bsbsanlitun.com
Finance	85323088 ext 2628	bsbfee@britishschool.org.cn

BSB Sanlitun Leadership Team

Principal	John Brett	john.brett@bsbsanlitun.com
Head of Primary	Anne Marie Nield	
Head of Early Years	Kirsten Harding	kirsten.harding@bsbsanlitun.com
Admissions and Marketing Manager	Majella O Doherty	majella.odoherty@bsbsanlitun.com
Assistant Early Years Coordinator	Charmaine Brown	charmaine.brown@bsbsanlitun.com
KS1 Academic Leader	Michael Aryiku	michael.aryiku@bsbsanlitun.com
Lower KS2 Academic Leader	Catherine Farquharson	catherine.farquharson@bsbsanlitun.com

Website

Our school website address is:
www.bsbsanlitun.com

General Information

School Location

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.

School Day

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 12.30pm.

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.

Terminology

You will sometimes hear the following terms used for our year groupings:

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

Invoicing & Tuition Fees

For finance and fee-related queries, please contact our Finance team at:
bsbfee@britishschool.org.cn

Keep us informed

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.

Email us at: sltadmissions@bsbsanlitun.com

What to bring

Pre-Nursery and Nursery:

School backpack*, bag with change of clothes and water bottle. Mid-morning and afternoon snacks are provided by the school.

Reception:

School backpack* with water bottle. Mid-morning and afternoon snacks are provided by the school.

Years 1 to 6:

School backpack* with water bottle and a healthy snack (nut-free) to eat during the morning.

*All children are required to use our regulation school backpack which can be purchased from our Uniform Shop.

What to wear

School uniform is compulsory attire for all students attending the school. Official BSB Sanlitun uniforms can only be purchased from the School Uniform Shop located in the [San Building](#) and must be paid for by cash or credit card.

To make an appointment to buy uniforms or if you have any enquiries about school uniforms, please contact: sltuniform@bsbsanlitun.com

Other items (such as footwear and socks) need to be purchased elsewhere. Please note that flat black leather shoes are required for both boys and girls from Year 1 onwards. We do not sell these at the Uniform Shop. If you have the chance to buy these outside China, we recommend that you do so.



Please ensure all items are clearly labelled with your child's name.

School Uniform Requirements

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.

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.

Students are expected to arrive at school every day in clean clothes, worn in a tidy manner.

On PE and Performing Arts days (two days a week), Year 1 to 6 students should come to school wearing PE kit.



Early Years Uniform (Tadpoles, Pre-Nursery, Nursery & Reception)

Summer
Navy polo shirt
Navy shorts

Winter
Teal polo shirt
(long-sleeved)
Navy tracksuit top
Navy tracksuit trousers

Primary School - Summer Uniform

Boys
Grey shorts
Teal polo shirt

Girls
Summer dress (Y1 - Y3)
Skirt or summer dress (Y4 - Y6)
Teal polo shirt (Y4 - Y6)

Primary School - Winter Uniform

Boys
Grey trousers
White shirt
Navy sweater
Blazer
Blue tie

Girls
Pinafore (Y1 - Y3)
Skirt (Y4 - Y6)
Grey trousers (Y1 - Y6)
White blouse (Y4 - Y6)
Navy cardigan
Blazer

Items Not Available From Our Uniform Shop*

Early Years
Trainers/sneakers/sandals
(Summer)
Trainers/sneakers (Winter)

Primary PE
White-soled trainer/sneakers
White ankle socks

Primary Boys
Flat black leather shoes
Black socks

Primary Girls
Flat black leather shoes
White ankle socks (Summer)
Black tights (Winter)
Flat black leather boots can
be worn with the Winter
uniform



Please note:

- Skirts should be of an appropriate length.
- Hair accessories should be kept to a minimum and should be in line with the school colours.
- Hair below shoulder length must be tied back.
- No jewellery except sleepers or studs in ears.
- No nail varnish, extreme hairstyles or colour.

*** 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.**

Create
great learning
for the
leaders of tomorrow

Our Philosophy - Be Ambitious

Academically Ambitious

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.

Socially Ambitious

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.

Personally Ambitious

We provide a varied schedule with lots of opportunities for students to be personally ambitious.

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.

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.

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.



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.



School Day Timetables

The school day begins at 8.30am. Students arriving late should register at the Security desk using the Late Arrival/Early Departure Log Book. In the case of your child being sick and unable to attend school please advise their class teacher by email, ideally before 8.30am. If your child takes the bus, the bus coordinator will also need to be informed that your child will not be on the bus.

Early Years Timetable	
8.15am - 8.30am	Students arrive
8.30am	School day starts
Flexible Morning Breaktimes for Early Years Students	
11.45am	Half-day students finish school
11.55am - 12.25pm	Pre-Nursery and Nursery Lunch
12:30pm-1pm	Reception Lunch
1.00pm - 1.30pm	Nursery Quiet Time
1.00pm - 2.30pm	Pre-Nursery Quiet Time
2.55pm - 3.15pm	Early Years Breaktime
3.30pm	School day ends (parent and bus pick-up)

Primary Timetable	
8.00am - 8.30am	Students arrive
8.30am	School day starts
10.10am - 10.30am	Key Stage 1 Morning Breaktime
10.40am - 11.00am	Key Stage 2 Morning Breaktime
11.30am - 12.30pm	Key Stage 1 Lunch
12.30pm - 1.30pm	Key Stage 2 Lunch
1.40pm - 2.00pm	Key Stage 1 Afternoon Breaktime
3.30pm	School day ends (parent and bus pick-up)
Tuesdays and Wednesdays	
3.30pm - 4.25pm	After School Activities (ASAs)
4.30pm	School day ends (parent and bus pick-up)

Teaching and Learning

Curriculum

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

Class Trips & Residentials

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.

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.

Key Stage 2 also has overnight residentials 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. Residentials include visiting the Terracotta Warriors in Xi'an and exploring China's rich history in Pingyao. These trips are inspiring, educational, cultural and fun.

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.

Assessment and Reports

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.

Specialists' Subjects

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. Children receive Music, Choral, Drama and Dance lessons and enjoy two weekly PE sessions. There are opportunities for children to join the school choir and play in school teams.

After School Activities

We offer a range of ASAs that include: cookery, football, art, bucket drumming, indoor games and IT.

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.

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.



Community Activities:

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.

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.



Languages

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.

Chinese

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.

English as an Additional Language (EAL)

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.

German Programme for Native Speakers

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.

PE

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.

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.

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.





Music

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.

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. Additionally, all children receive a drama, dance or choral lesson each week and in KS2 they 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 and the Kerry Hotel Christmas tree lighting.

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 <http://www.juilliard.edu/>

Global Campus

The Global Campus connects BSB Sanlitun with 61 schools and over 61,000 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.

BSB Sanlitun has been an active participant in a number of Global Challenges.

Houses

House System

All pupils at The British School of Beijing, Sanlitun belong to a House. There are four Houses:



Normans
(Red)



Romans
(Blue)



Saxons
(Green)



Vikings
(Yellow)

Rewards & Sanctions

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.

Pupils are awarded house points for good work in lessons and for their homework.

They can also earn 'marbles' for their class based on good behaviour and participation in lessons.

Additionally, individual children are also recognised during school assembly when 'Star Citizens' are awarded badges for displaying excellent examples of behaviour or good manners.

House T-shirts

House T-shirts are required for special events such as Sports Day and the House Music Competition. T-shirts are available from the School Uniform Shop, however it is acceptable to wear a T-shirt of the appropriate colour from home.



The House system has two parts:

- 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.

- 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.

Homework

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

Subject	Chinese	Reading at home	Spellings	Other homework from the class teacher per week*
Year	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

Daily Email & Letters

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.

Parents receive a daily email, updating parents on important school events, what lessons the students had that day and any homework that was set.

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.

Parents should always email their child's class teacher with any questions.

Progress Reports

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.

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.

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.

Open Door Policy

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.

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).

Parent/Teacher Consultation

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.

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.

Safeguarding

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 Penny Wang: penny.wang@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.

Persons Responsible

- All class teachers are responsible for ensuring the windows and doors to their classroom are closed during times of poor air quality.
- A member of the admin team is responsible for reporting the most recent AQI reading to staff on an hourly basis via email.
- Front desk is responsible for updating the notices at the main entrance of each campus.
- Email notification is sent to all staff if it is indoor break.
- 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.
- Admin staff are responsible for closing the windows and doors to their own offices.
- The Principal is responsible for updating the policy according to new measures being

School Closure

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.

Activities during Indoor Breaks & Lunchtimes

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

School Buses

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.

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.

Children from 2 years old can take the bus however, due to space limitations, parents can not travel on the school buses.

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.

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.

Parking, Drop-off & Pick-up

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.

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!

Use of Electronic Devices

Children are not allowed to bring electronic devices into school which includes iPads and smart watches.

This includes bringing items in their school bags and using them on school buses.

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.



Contact Info (Bus Coordinator)

8532 3088 ext 2633
sltbus@bsbsanlitun.com

Emergency (bus-related):
138 1192 1424

Using the San Building Playground After School

Parents may take their children into the school playground once all the bus children have left the building. This is so the playground is left clear for bus children to exit the building.

Parents must supervise their children in the playground. Once the teacher has handed a child over to the parent, the parent becomes fully responsible for their child on the school premises.

Children are not allowed to play in the playground without a parent or carer visibly present.

The playground equipment is closed after school hours. Please note that should an accident occur, the school nurse is only available on site until 5pm Monday to Thursday and 4pm on Fridays. The Library will be closed at the end of the school day.





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

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.



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

Academic Year 2019-20

Term dates and holidays

AUTUMN TERM

Monday 19th August - First day of autumn term

Friday 13th September - School closed for Mid-Autumn Festival

Monday 30th September to Friday 4th October - School closed for National Day Holidays

Friday 8th November - School closed for staff training

Friday 13th December - Last day of autumn term

SPRING TERM

Monday 6th January - First day of spring term

Thursday 23rd to Friday 31st January - School closed for Chinese New Year

Thursday 26th March - Last day of spring term

SUMMER TERM

Monday 6th April - First day of summer term

Friday 1st to Monday 4th May - School closed for Labour Day holidays

Thursday 18th June - Last day of summer term

For a more comprehensive list of calendar dates, please refer to: www.bsbsanlitun.com

Glossary

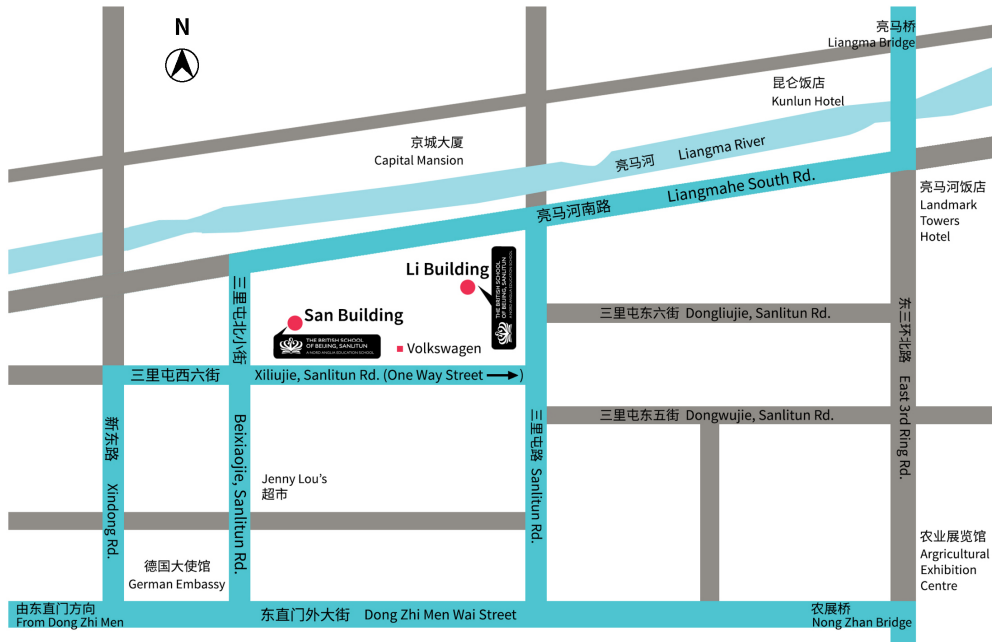
- **AQI** - Air Quality Information. [See page 26](#)
- **ASA** - After School Activity. [See page 16](#)
- **Class Assembly** - Each class will take a turn on a Friday afternoon to present a short show to their parents. This will often feature music, songs and videos about their learning journey.
- **EAL** - English as an Additional Language. [See page 18](#)
- **EY** - Early Years (from Tadpoles to Reception, children aged 1 to 5).



- **Global Campus** - Global Campus connects BSB Sanlitun with 61 schools and over 61,000 students in Nord Anglia group. [See page 21](#)
- **IMPS** - Individual Music Programmes (optional individual music tuition, available each term, fees are payable).
- **KS1** - Key Stage One (children in Years 1 and 2).
- **LKS2** - Lower Key Stage Two (children in Years 3 and 4).
- **UKS2** - Upper Key Stage Two (children in Years 5 and 6).
- **LIDO** - A local offsite sports facility used by the school for PE.
- **NAE** - We are a Nord Anglia Education school. This means that we are part of a family of 61 international schools, boarding schools and private schools located in 25 countries around the world. Together, we educate more than 61,000 students between the ages of 1 and 18 years old.
- **One to One** - An adult allocated to assist a specific child in class.
- **PA** - Parents' Association. [See page 33](#)
- **PE** - Physical Education. [See page 18](#)
- **Pastries with Parents** - An opportunity to meet teachers and other parents over a coffee and pastries.
- **PSED** - Physical, Social and Emotional Development.
- **PSHE** - Physical, Social and Humanities Education.
- **STEAM** - Science, Technology, Engineering, Art and Mathematics.
- **TA** - Teaching Assistant. An adult working with a class.



Our Directions



THE BRITISH SCHOOL OF BEIJING, SANLITUN

● San Building and Li Building

5 Xiliujie, Sanlitun Road, Chaoyang District, Beijing, 100027

北京市朝阳区三里屯路西六街5号北京英国学校, 100027

Please contact us on 010 8532 3088 if you have any difficulties or require a Chinese speaker to help with directions.



The British School of Beijing, Sanlitun

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Email

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General Enquiries

+86 (0)10 8531 1999

Find out more

www.bsbsanlitun.com