



*School  
Information  
2020 - 2021*



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



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## Message from the Principal

Dear Parents,

It is with the greatest of pleasure that I welcome you and your children to The British School of Beijing, Shunyi at the beginning of our school year 2020 – 2021.

Our school places the highest value on working with our students and their families so that we can provide the very best education, personalised to meet their individual needs, talents and aspirations.

At the heart of our school is a desire to ensure that every young person is able to, broaden their horizons, raise their aspirations and exceed their expectations. We recognise that every moment your child spends at our school is precious. We strive to ensure that none are wasted.

High academic achievement is our focus and priority. This coupled with a broad and exciting programme of sports, arts and music activities contributes to our aim of every child being the best they can be. The Nord Anglia family of schools provides entirely unique opportunities for your child to work with the very best organisations

in their respective fields through collaborations with The Julliard School, Massachusetts Institute of Technology (MIT) and UNICEF.

All our programmes and ways of working seek to develop essential personal attributes; those of strength of character, resilience, self-reliance, self-confidence and a sense of empathy and responsibility.

Last year was a successful year and we strive to improve and set ever higher standards. We believe your children deserves the very best. Over the summer vacation new investment in our facilities took place to further enhance the opportunities and learning environment for our students.

I am excited by the many opportunities that the new school year will bring and look forward to celebrating, with you, all the successes of the young people who attend our school. There will be many opportunities for families to participate in the life of the school and I look forward to meeting with you. As I have said we value highly the partnership between home and school



and I encourage you all to become involved.

I wish you and your families the very best for the coming academic year. I look forward to meeting and working with you for the benefit of our school community, and most especially in the interests of our students, your children.

Yours sincerely,  
Mr Richard Thornhill  
Principal

# Welcome to Our School

Whether you are a new or returning family, BSB'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.

Please come in and see us or email us at [admissions@bsbshunyi.com](mailto:admissions@bsbshunyi.com).

Our direct line is 8047 3558.

Enjoy an exciting and successful 2020/2021 school year!

## Information from Admissions

### School Uniform & the Uniform Shop

School uniform is compulsory attire for all students attending the school. Students are expected to arrive at school everyday in clean clothes, worn in a tidy manner. Please refer to the BSB uniform guidelines published in this booklet and in the Student Planner for Secondary students.

Uniforms can be purchased in 2 ways:

1. School Uniform Shop located in the foyer. Open during the school year Mon to Thurs 8am - 4:30pm, Fri 8am - 3:30pm.
2. Online Uniform Shop. Open 365 days. Uniform can be purchased online and delivered to your address through this link: [www.zaoschoolwear.com/bsb-shunyi](http://www.zaoschoolwear.com/bsb-shunyi) Password 123456.

For enquiries, please contact [syuniform@bsbshunyi.com](mailto:syuniform@bsbshunyi.com).

### Invoicing & Tuition Fees

Any fee-related queries should be addressed directly to the Finance Department. Please be reminded that all payments must be settled by the due date stated on your invoice. The school cannot ensure places if payments are received after the set deadline. Please contact our Finance team at [bsbfee@bsbshunyi.com](mailto:bsbfee@bsbshunyi.com)

### School Bus Service

Should you wish to confirm the bus service, please contact the Bus Coordinators at [sybus@bsbshunyi.com](mailto:sybus@bsbshunyi.com)

### Term Dates for the School Year

#### Autumn Term

17 August 2020 - 11 December 2020

#### Mid-Autumn Festival & National Holiday

1 October - 9 October 2020

#### Winter Holiday

14 December 2020 - 1 January 2021

#### Spring Term

4 January 2021 - 2 April 2021

#### Chinese New Year Holiday

10 -19 February 2021

#### Summer Term

12 April 2021 - 18 June 2021

### Keep us informed

Parents are asked to keep the school informed of any changes that may occur to their contact details, especially email addresses, phone numbers, home address, and passport numbers. Please make sure you inform the School Secretaries of any changes as soon as possible so we have the most up-to-date information in our database.

Primary: [prireceptionist@bsbshunyi.com](mailto:prireceptionist@bsbshunyi.com)

Secondary: [secreceptionist@bsbshunyi.com](mailto:secreceptionist@bsbshunyi.com)

Unless you indicate otherwise, please be aware that the email address you give to school will also be shared with our Parents' Association.

## Our School Day

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.

Primary students arriving after the registration period should register at the Primary Office.

Primary School Timetable	
8:15am	School doors open (students should not arrive before this time)
8:25am - 8:40am	Registration
8:40am - 9:40am	Period 1
9:40am - 10:40am	Period 2
10:40am - 10:55am	Morning Break
10:55am - 11:55am	Period 3
11:55am - 12:50pm	Lunch
12:50pm - 1:40pm	Period 4
1:40pm - 2:40pm	Period 5
2:40pm - 3:25pm	Period 6
3:25pm - 3:30pm	Pack up
3:30pm	Leave for Buses or ASAs (After School Activities) . Buses depart at 3:40pm
3:30pm - 4:25pm	Optional ASAs on Tuesday, Wednesday and Thursday
4:30pm	Leave for ASA Buses

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.

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

Secondary School Timetable	
8:15am	School doors open (students should not arrive before this time)
8:25am - 8.40am	Registration
8:40am - 9:35am	Period 1
9:40am - 10:35am	Period 2
10:35am - 10:55am	Morning break
10:55am - 11:50am	Period 3
11:55pm - 12:50pm	Period 4
12:50pm - 1:35pm	Lunch
1:35pm - 2:30pm	Period 5
2:35pm - 3:30pm	Period 6
3:30pm	Leave for Buses or ASAs (After School Activities). Buses depart at 3:40pm
3:30pm - 4:20pm	Optional ASAs on Tuesday, Wednesday and Thursday
4:30pm	Leave for ASA Buses
5:30pm	Late Bus Departure Monday - Friday

# School Uniform Requirements - All

## Important Notes About The Uniform for Primary & Secondary

At the beginning of the school year, students should attend school wearing summer uniform. Winter uniform is usually worn from mid-October to beginning of April. 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 and class/tutor group.
- Lost, un-named clothing and bags are placed in Lost Property. Uncollected items are donated to charity at the end of each term.
- All students are expected to wear the school uniform in a neat and tidy fashion.
- In the winter, if students come into school in boots, they need to bring in indoor shoes to change into.
- All skirts must be of an appropriate length, no more than 5cm above the knee.
- Hats are not permitted to be worn inside the school building.
- Religious or cultural affiliations will be taken into account.

## Primary (EYFS - Year 6)

Hair:

- No extreme hairstyles including shaved patterns.
- Natural colour hair only.
- Girls with long hair (below their collar) must tie it back when in school.
- 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
- Bangles / bracelets, rings, necklaces and broaches are not to be worn in school. (Except badges can be worn for School House Captain/School Councillor/ Head Boy/ Head Girl)
- Religious or cultural affiliations will be taken into account

Make-up:

- No makeup of any form is permitted
- False nails are not permitted
- 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).

If parents have any queries about the above guidelines or need clarification please speak to the Head of Primary.



# School Uniform Requirements - All

## Secondary (Year 7 -11)

The Secondary Student Planner has detailed uniform requirements so every student is aware of their responsibilities in upholding the correct uniform standards.

### Hair

- No extreme hairstyles or shaved patterns, only natural hair colours. Students' hair must be clean, tidy and brushed. Boys must wear their hair off the collar, and any facial hair must be tidy and trimmed.
- Hair accessories should be kept to a minimum and where possible be in line with the school colours.

### Jewellery

- Minimal jewellery - only sleepers or studs in ears, no bracelets or bangles allowed

### Make-up

- No make-up allowed. Coloured nail varnish is not permitted, unless specifically allowed by the school for that event. False nails are not permitted.

## Sixth Form College (Year 12 & 13)

- Ladies and gentlemen in the Sixth Form are expected to wear business attire.
- For the gentlemen, this is a suit, a jacket, a shirt tucked-in and a tie.
- For the ladies, this is a skirt or dress (to the knee) or formal trousers (no jeans or denim of any colour), a blouse and a jacket.
- Both should wear formal shoes (heels must be no more than 4 cm in height). Boots are not permitted inside the building during winter.
- Hair should be clean, tidy and brushed. Extravagant hair styles or colours are not permitted.
- Hair accessories should be reasonable in number and size.
- Facial hair should be tidy and trimmed.
- Students can choose to wear one pair of stud earrings; all other piercings should be removed.
- Tinted contact lenses may only be worn with a parental permission note.
- Make-up: Ladies are allowed to apply foundation, lip gloss, mascara and eye-liner in a reasonable quantity. Nail varnish should avoid extravagant colours.



## School Uniform Requirements - Primary

School uniform is compulsory attire for all students attending BSB. Students are expected to dress neatly in proper uniform, although the use of hats, gloves, thick coats and boots to and from school is generally necessary in the winter months.

Below is the set uniform for each year group. Official BSB uniforms can only be purchased from the School Uniform Shop. Other items (such as footwear, winter coats) can be purchased elsewhere, but subject to the guidelines set out below. For enquiries, please contact ([syuniform@bsbshunyi.com](mailto:syuniform@bsbshunyi.com)). Please label all items clearly.

EYFS Uniform (Teddies, Nursery, Reception)		
<b>Winter</b> BSB sweater BSB turquoise long sleeved polo shirt BSB navy blue tracksuit trousers White socks (girls) Black socks (boys) Trainers/sneakers Optional: hat, gloves and scarf for outdoors	<b>Summer</b> BSB polo shirt BSB navy shorts Summer hat White socks (girls) Black socks (boys) Trainers/sneakers (No 'Crocs' allowed)	<b>P.E. Kit</b> Daily uniform is worn for P.E. lessons. No PE uniform required  <b>Swimming:</b> BSB swimsuit BSB swimming hat
Primary PE and Swimming Kit (Y1 - 6 Unisex)		
<b>Winter</b> 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	<b>Summer</b> 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	
<b>Swimming (Y1 -Y6)</b> BSB swimsuit BSB swimming hat (house colour)		

Primary School Uniform ( Girls )	
<b>Winter - Girls (Y1 - Y3)</b> BSB pinafore dress BSB short-sleeved white polo shirt Long-sleeved white blouse BSB navy blue cardigan Black tights Flat black leather shoes BSB blazer (optional), Warm coat	<b>Summer - Girls (Y1 - Y3)</b> BSB Summer dress White socks Flat black leather shoes Summer hat
<b>Winter - Girls (Y4 - Y6)</b> BSB Primary skirt or grey trousers Long-sleeved white blouse BSB navy blue cardigan Black tights Flat black leather shoes BSB blazer (optional), Warm coat	<b>Summer - Girls (Y4 - Y6)</b> BSB Summer skirt BSB white polo shirt White socks Flat black leather shoes Summer hat

Primary School Uniform ( Boys )	
<b>Winter - Boys (Y1 - Y2)</b> BSB grey trousers BSB white polo shirt BSB navy blue sweater Black socks Black leather shoes BSB blazer (optional), Warm coat	<b>Summer - Boys (Y1 - Y2)</b> BSB grey shorts BSB white polo shirt Black socks Black leather shoes Summer hat
<b>Winter - Boys (Y3 - Y6)</b> BSB grey trousers Long-sleeved white shirt BSB navy blue sweater BSB Primary tie Black socks Black leather shoes BSB blazer, Warm coat	<b>Summer - Boys (Y3 - Y6)</b> BSB grey shorts BSB white polo shirt Black socks Black leather shoes Summer hat



## School Uniform Requirements - Secondary

Secondary School Uniform				
ITEM	WINTER		SUMMER	
	Boys	Girls	Boys	Girls
<b>White Shirt</b>	Tucked in at all times, top button done up, clean shirt, plain undergarments	Tucked in at all times, clean shirt, plain undergarments	Tucked in at all times, short sleeves optional, plain undergarments	Blouse, short sleeves optional, plain undergarments
<b>BSB Blazer</b>	Compulsory		Not Compulsory	
<b>BSB School Tie</b>	Reasonable sized knot, correctly tied		Reasonable sized knot, correctly tied	Girls, no tie in summer
<b>BSB Trousers or Skirt</b>	Grey trousers	Skirts (should rest no more than 5cm above the knee) or Grey Trousers	Grey trousers or grey school shorts	Summer skirts should rest no more than 5cm above the knee
<b>BSB Navy Blue Sweater</b>	Optional but does not replace the blazer		Optional	
<b>Socks / Tights</b>	Black socks	Black tights with no patterns	Black socks	White ankle socks
<b>Black Shoes</b>	Black leather shoes (no trainers)		Black leather shoes (no trainers) No heels	

PE Uniform (Secondary School)			
INDOOR	WINTER OUTDOOR	SUMMER	SWIMMING
BSB shorts and sports shirt	BSB sports shirt BSB tracksuit top, trousers and rain/wind jacket, hat	BSB shorts and sports shirt, BSB sports hat	BSB swim hat, goggles, towel
White sport socks, sports shoes (no fashion shoes eg. skate board or street shoes), plain sports bag, water bottle			Boys - BSB swimming shorts Girls - BSB swimsuit



# Bus Policy

This is a summary of our Bus Policy, a full copy is sent to the parents of all students who use school buses

Currently we have regular buses running each day in the morning and after school at 3:40pm, and ASA buses running on ASA days. The school buses are an extension of school and the same high expectations are still in place for all the pupils using them. There is often a wide range of ages present on a bus and the older children, especially, need to take care of how they behave and what they choose to talk about.

Each bus has a Bus Monitor to supervise the children and to ensure that behaviour/safety is acceptable. They have a strict set of rules on a clipboard that all children are made aware of.

## Role of the Bus Monitor

- All regularly scheduled buses must have a Bus Monitor, except the late bus
- The Bus Monitor ensures that all the correct children leave school on the correct bus, except the late bus.
- The Bus Monitor ensures that all children wear seat-belts and remain seated throughout the journey. No children are permitted to sit in the front seat.
- The Bus Monitor carries a mobile telephone and will contact parents

if there is any delay to the service on either the outward or return journey.

- For morning travel, the Bus Monitor will attempt to contact parents if the child is not waiting at the bus stop as expected, but the bus will wait only 2 minutes before leaving.
- If there is a problem with a student's behaviour on the bus, the Bus Monitor will point out the problem to the child and request the behaviour to stop.
- It is expected that students will conform to the request.
- If students do not respond, the Bus Monitor will report the incident to the Bus Co-ordinator, who in turn will report this to the child's Head of Year.

## Bus schedules

In order for buses to keep to their schedules and not to inconvenience other students, ALL buses have been directed to leave at the scheduled time. Parents/guardians are asked to ensure students are at the bus stop 5 minutes before the departure time. Every bus is equipped with a clock and we suggest that all families synchronize their home clocks with the bus clock to avoid any differences.

Buses will wait no more than 2 minutes after the scheduled pick up time for students.

## Secondary Students Missing their normal bus

If a student misses the bus they have been assigned to, due to circumstances beyond their control, they will be placed on the next available bus. They should report to the secondary office and inform the Secondary office staff that they have missed their bus and whether they will be picked up by parents or will need to go on a later bus.

- If a student wishes to remain behind after 3.30pm to work in the library, they must notify the bus monitor and sign in at the secondary office.
- Students who remain behind under the supervision of a member of staff must inform the bus monitor
- Students who stay behind for any unauthorised reason and have not signed in the secondary school office will not be permitted to catch a later bus, in which case parents need to make arrangements for their child to be picked up from school.
- Any exceptions to the above will be at the discretion of the Secondary Leadership team.

## Changes to Primary Students taking their Normal or ASA bus in the afternoons

If your child is not taking the bus on a particular occasion; is taking a different bus

or no longer requires the bus service, please send an email confirmation to your child's class teacher and the bus coordinator at [sybus@britishschool.org.cn](mailto:sybus@britishschool.org.cn) no less than 24 hours before the effective date. The bus monitor will be informed at once. This will help in the reduction of school bus delays and ensure your child's safety and well-being.

If you take your child home early from school please inform the bus coordinator or class teacher that your child will not be riding the bus home.

## Drop off

All the school buses will drop off students according to the scheduled time. If the bus is earlier or later due to unforeseen circumstances, e.g traffic delays, problems at previous drop off point, then the bus monitor will attempt to contact parents on the registered phone number given on the form to inform them. Please have your phone available at this time to receive the call.

If the parent/Ayi is not at the bus drop off when the school bus arrives, the bus monitor will contact the parent and wait for no longer than 5 minutes, then the bus will go to the remaining stops and will return to the child's drop off point after dropping off the rest of the students.

## Bus Usage, Code of Conduct

1. Students who attend BSB commute from many parts of Beijing. In order to facilitate their arrival and departure from school and to ensure that all students have a pleasant journey; BSB has clear expectations and rules in place to ensure that all students can travel in a safe and secure manner.
2. Students must be at their bus stop on time and behave appropriately whilst waiting for the bus to arrive. If a student is late three or more times in a month this would be classified as an incident that requires action/report.
3. Students must respect and obey the Bus Monitor/Driver at all times and behave appropriately in line with the school rules.
4. Students must sit in their seat and remain seated, with their seatbelt fastened, for the entire journey. Movement around the bus during the journey is not allowed.
5. Younger students need to sit near the front of the bus and older students towards the back.
6. Head, hands and feet must always be kept inside the bus, and windows should remain closed for safety and to ensure efficient air conditioning in the bus. Students must ensure that they sit in a manner that keeps the gangway clear.

7. Eating/drinking/chewing gum on the bus is not permitted once the bus is moving.
8. Students should talk quietly – shouting is not acceptable behaviour.
9. The driver must not be distracted at any time during the journey.
10. Students should ensure that the bus remains free of damage; they should safeguard the safety and emergency bus equipment and ensure exits are kept free of obstructions.
11. Students should ensure that all litter is removed from the bus when they leave.

## Consequences of Breaking Bus Rules

It is exceptionally rare that our students do not follow the Bus Usage Code of Conduct. However, if an incident does occur, every attempt will be made to ensure that we have a full picture of the situation. All buses are fitted with CCTV footage and this will be referred to, in addition to feedback from other students and staff on the bus.

After investigating, if there is enough evidence to uphold the complaint, one of the below actions will be taken. These will begin at Step 1 for a first incident and then progress through to Step 4 if incidents continue. If an incident is deemed very dangerous to the student themselves or others on the bus, the school may bypass a step. Equally, if a minor incident is reported, the school may choose to repeat a step.

The school will determine the severity of the incident and will ensure that parents are fully informed of the reasons for the decision.

If a student engages in behaviour that the school or bus company believes may jeopardise the safety of themselves or others, or causes damage to the bus, the school reserves the right to withdraw bus services whilst investigating in order to safeguard other students.

There will be no entitlement to a refund due to suspension or withdrawal of the bus service.

Step 1: Student meets with Head of Year who will discuss the issue and restate the bus rules. An email sent home advising parents of the issue and warning that a further incident will result in a 3 day ban.

Step 2: Student meets with Head of Year who will discuss the issue and restate the bus rules. The student will have a 3 day ban from the bus service. Parents will be informed of this decision, the reasons why it was made and invited to discuss the situation further. Parents warned that further incident will result in a 5 day ban.

Step 3: Student and parents meet the Head of Year who will discuss the issue and restate the bus rules. The student will have a 5 day ban from the bus. Parents informed directly (or via email if they cannot attend a meeting) of the reasons for the decision. Parents warned that a further incident will result in an indefinite ban from the bus.

Step 4: Student and parents meet with either the Secondary Head of Pastoral or Head of Primary. The student will have an indefinite ban from bus service to be determined by the school. In extreme situations, this ban may be permanent.

## Contact info

Bus Coordinator: 8047-3580  
Emergency (bus related): 15910784201 (24hr)  
Email: sybus@britishschool.org.cn

The Bus Office is located at C108 (behind Main School Reception)



## *Parking And Drop-Off/Pick-Up*

### **Drop-Off**

The school campus has a large car park area, which is used in the morning and afternoon by buses, but only in the morning by parents dropping off children to school. 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.

Please be aware that children will be walking across the car park. Speed should not exceed 10mph/16kph.

Motorized vehicles should not use the main gate, they should use the rear entrance in the bus park.

### **Pick-Up**

The car park area is used by buses only in the afternoon therefore, for the safe passage of children to their correct buses, this area is off limits to cars in the afternoon. Parents picking their children up from school are asked to park in the car parking spaces at the front of the school.

## School Nurse

We have 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, for example the Beijing Family United Clinic in Shunyi (Pinnacle Plaza). 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

Medicines will only be given in school in special circumstances and must be clearly labelled with your child's name, class and the required dosage and

frequency. Such medication 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 issue 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 through sickness. Please inform the school secretary by

email if your child is not able to attend or direct to your child's tutor or class teacher.

Primary: [prireceptionist@bsbshunyi.com](mailto:prireceptionist@bsbshunyi.com)

Secondary: [secreceptionist@bsbshunyi.com](mailto:secreceptionist@bsbshunyi.com)

Please also inform the school immediately if your child has a contagious illness or condition (i.e. chicken pox, hand foot and mouth, head lice, measles, pink eye, ringworm, etc). If your child takes the school bus, the bus coordinator will need to be informed that your child will not be on the bus.



## School Lunches and Snacks

A hot lunch is served to all children in school every day. School lunches are included in tuition fees and therefore are not optional.

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.

Lunch is self-service in the school dining room and is offered in year-group order. Reception children eat first and are served directly at their table. Pre-School children (Teddis and Nursery) eat their lunch in their classroom. 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 Foundation 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 Foundation Stage 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.





## Communication With Parents

### Letters and Emails

The BSB.Connect newsletter that includes the latest school news and upcoming events is sent by email every month. A Principal's update is also sent by email regularly.

Most communication from the school will be sent via email. Communication from your child's class and specialist teachers will be via our home-school learning and communication platforms - Seesaw for Primary and Moodle for Secondary. Important forms are sent home as paper copies. Parents are encouraged to check their child's school bags regularly for letters.

Parents are kindly requested to always keep the school informed of current email addresses, to ensure these emails are properly received.

For Primary, parents use SeeSaw to see what lessons the students had that week and any home learning that was set. See the school website for more information. Whereas for Secondary a daily email is sent to parents. All ASAs and Sports are through the SOCS digital platform.

Parents should always email their child's class teacher or form tutor with any questions. Any questions regarding logging onto systems should be directed to the school secretaries.

### Progress Reports

Progress reports are sent home each term. The reports will focus on academic achievement as well as personal and social matters, and will include targets for future learning.

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.

### Parent/Teacher Consultation

A curriculum and 'meet the teacher' 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 Evenings are held twice per year. During these meetings, teachers will discuss with parents the academic progress of pupils as well as personal and social matters.

### Open Door Policy

Parents need not wait for an official opportunity to meet with teachers, Head of School or Principal, 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. You will find school leaders' details at the beginning of this booklet. Individual teachers' emails are available online.

### Primary Learning Looks & House Events

We have termly Learning Looks for parents to come and view their child's class in action. Invitations are sent out via email and through year group Seesaw pages. Parents are always welcome to attend House events.

# Early Years Foundation Stage (EYFS) Guidelines

## Aims

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 at their own time and pace. Our work is carefully differentiated to cater for individual needs. Praise will be given for successes and support given in areas for development.

Early Years Foundation Stage (EYFS) classrooms are very busy and active places. Your child may feel bewildered, shy or even tearful when they first join school. This is normal and to be expected, but with your help and us working in partnership, your child will soon be confident, happy and reaching their full potential.

## The Importance of Practical Learning Experiences and Play

Learning experiences are play-based to ensure wide-ranging and first hand experiences for all. A healthy balance of carefully planned, adult led activities draws together all areas of the Early Years curriculum and compliment those that are independently initiated by the children. This ensures that all children are supported, extended and challenged, whilst being allowed time to consolidate their own learning. We must always remember that 'play' is the young child's work and that the ground we cover leads automatically to

readiness for reading, writing and number work.

Please read the Foundation Stage Handbook (available from the Admissions Office) and attend the information evenings and Learning Looks to learn more about our programme. Class teachers are available to meet with you by appointment to answer your questions and give more information.

## Clothing

Our EYFS school uniform has been designed with the needs of young children in mind, so please do help us by dressing your child in correct uniform. We suggest that the children bring a spare set of clothes in their school bag, just in case we need to change them.

Shoes should be trainers/athletic shoes and not have laces. It is important that the children can put their shoes on and be able to fasten them.

The children play outside everyday (weather and AQI permitting). Ensure your child has a warm coat they can put on easily when the weather gets colder, as well as gloves and a warm hat. Encourage your child to dress themselves and show your child how to do up buttons and zips, as the children will be expected to put on their own coats and shoes after the first few weeks.

## Snacks

Healthy snacks are served both in the morning and afternoon in Early Years Foundation Stage. Snacks will consist of a drink and a snack, such as milk or fruit juice, served with fresh fruit, vegetables or a biscuit. Please do not allow your child to bring sweets or money to class.

## Positive behaviour rewards

We use the primary school PAWS reward system and a 'You've Been Spotted' system in place to recognise and reward children's effort and achievement.

The vast majority of our pupils exhibit very

good manners and care for their peers and this is valued and celebrated in class. However, it is only natural that from time to time, children in their early years explore and experiment with boundaries set for them and children sometimes make poor decisions regarding their conduct. These will be dealt with in a sensitive way and the children will be reminded of acceptable behaviour.

If a problem persists, you will be notified and asked to come to speak to the teacher or Head of EYFS or a member of the Primary Leadership Team. Under no circumstances do we accept unruly or violent behaviour. We have a Behaviour Policy for the Early Years Foundation Stage.



# Primary School Guidelines (including EYFS)

## Home/School Communication

In Primary we share and celebrate student learning and achievement with parents through a digital platform called Seesaw. All Primary year groups and classes will update their information at least weekly with written information, photos of students at work, relevant video clips, home learning details and expectations, event reminders and much more. We provide ongoing training and workshops for parents to ensure that they can access SeeSaw confidently throughout the year. Please refer to our website under Parents' Essential - Seesaw Expectation.

## Home Learning Policy

Home Learning is an integral part of life at BSB. All pupils in the school in Reception and above will be involved in this programme and such involvement will obviously depend on the child's age.

Home Learning should be:

- Manageable for parents, pupils and teachers;
- Directly related to children's class work and the school curriculum;
- Regarded as important and monitored by parents and teachers;
- Clearly understood by all pupils in terms of objectives and feedback.

## Reading at Home

- Daily reading at home is an expected part of BSB home learning.
- It would be wonderful if at least one story could be read to your Pre-Nursery or Nursery child every day. This could be as part of their bed time routine or at anytime throughout the day.
- Children will visit the Library to take books out to be read to them at home, for pleasure, over the course of their time in EYFS, to supplement the story books that they have at home.
- Pre- Nursery: Children start to take books home to be read to them by an adult in term 2.
- Nursery: Children start to visit the Library once they have settled down in the first term.
- Reception: The children will select a book from the Library to take home from their first term. Initially this book will be for parents to read and enjoy with them but as their reading skills develop, it is hoped that they will be able to participate more and more in telling the story themselves, as well as having the opportunity to listen to an adult reading to them. In term 2, children will also take books home to read to their parents.

- These will be chosen with the Teacher at the right level for them to read independently with a little support from a patient adult. It is expected that Reception children read these pre-reading/reading books to their parents every day for as long as they are interested for, but not less than 5 minutes.
- From Year 1 onwards - The children will have daily reading which should be heard by an English speaking adult where possible (10 minutes each day in Years 1 and 2, 20 minutes each day in Years 3 and 4, rising to 30 minutes each day in Years 5 and 6).

## Reading Record

Your child will bring home a Reading Record with their reading book every day. The purpose of this log is for your child to record what they have read at home each day. You, your child and the class teacher may also make comments on your child's progress, attainment, reading habits and interests. Comments will aim to inform the other parties and encourage your child to be a thoughtful, regular and avid reader.





# Primary School Guidelines (including EYFS)

There are some ways to help support your child's reading development:

1. Hear your child read their school reading book or any other suitable book on a daily basis. Key Stage 2 children still need to have their reading heard by an adult (i.e. Y3/4, about 4 to 5 times per week and Y5/6, about 2 to 3 times per week). Reading aloud helps develop fluency and understanding.
2. Read with your child - take turns reading a page or paragraph each. In that way your child will hear how an experienced reader deals with the sentences and punctuation.
3. Read stories to your child – all children benefit from hearing stories that they themselves may have difficulty reading in English (and other languages).

## Home Learning Tasks

The class teacher is responsible for setting home learning and ensuring that the demands are manageable and relevant. Home learning should be varied, covering many areas of the curriculum including reading, writing, speaking, listening, mental mathematics, written mathematics, science, history, geography, art, etc. Normally home learning will involve reading and spelling assignments, with an appropriate amount of written work. Teachers aim to keep parents informed and involved.

All home learning will be marked and appropriate feedback given. Each year group will provide more detailed information on home learning.



## Home Learning Roles and Responsibilities

### Students:

- use information on SeeSaw to be aware of the weekly home learning expectations
  - complete the set home learning tasks each week to the best of their ability
  - let their class teacher know if they are unsure about home learning or are having any difficulties
  - independently seek out additional home learning opportunities
- ensure children read nightly for at least the minimum recommended time, encouraging engagement with a range of genres and authors
  - ensure that regular home learning time is created on week nights / weekends so that home learning is handed in on time
  - contact the class teacher if children are struggling to meet the home learning expectations
  - encourage children to work independently on tasks
  - keep abreast of home learning requirements through SeeSaw.

### Staff:

- plan weekly home learning tasks as a year group which will support our home learning aims and expectations
- post pertinent details on each class's SeeSaw page.
- provide meaningful feedback on, and appropriate guidance for, students' home learning efforts
- communicate with parents of individual students about their child's home learning efforts as and when needed

### Parents:

- ensure children have access to a quiet area to complete home learning tasks with suitable resources, including suitable access to a computer or digital device and reliable internet



# Primary School Guidelines (including EYFS)

## Positive Behaviour Policy: Golden Time

At BSB we believe that setting high standards for behaviour is an integral part of having a positive attitude to learning and achievement.

We believe in the importance of providing a safe, calm, caring and supportive environment in which learning can take place, enabling children to become independent and confident members of the community while developing the principles of good citizenship.

We have a set of Golden Rules which encompass key broad moral values. These rules are displayed in all classrooms, specialist rooms and corridors.

### Golden Rules

- We work hard - We don't waste our own time or others' time
- We are gentle - We don't hurt others
- We listen - We don't interrupt
- We look after property - We don't waste or damage things
- We are honest - We don't cover up the truth
- We are kind and helpful - We don't hurt anybody's feelings

Keeping the Golden Rules creates a reward of extra time which all the class or year group can share together and we call this Golden Time.

## Frequency of Golden Time

In Year 2 and KS2, Golden Time takes place once per week on Friday for 30mins. Golden Time runs across the whole year group with a range of fun and exciting activities taking place in different rooms.

In Year 1, Golden Time takes place twice per week, each Wednesday and Friday, for 30mins on each day. In Year 1, Wednesday is a 'mini-Golden Time' run by individual class teachers with their own classes. On Friday, Golden Time runs across the whole year group with different activities taking place in different rooms.

### How it works

Just as children receive Golden Time for keeping the Golden Rules, they must lose it if they break them. If the teacher notices when a child has broken a rule then the following system applies:

#### For low level behaviour

- First behaviour misdemeanour - verbal warning given
- Second behaviour misdemeanour - the child receives a 'visual' 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.

#### For high level behaviour

- The peg automatically moves to red.

**If a child consistently loses Golden Time or engages in high level behaviour or bullying then parents will be immediately informed.**

### How the system works in EYFS

Children in EYFS are learning about appropriate behaviour and are experimenting with boundaries in place. Whilst we use the Golden Rules to ensure consistency of expectation throughout BSB, our youngest learners do need slightly different structures in place to support them in developing their understanding. EYFS,

we focus on the use of positive praise to reinforce and develop an understanding of the Golden Rules. We use visual display and photographs of our children demonstrating the desired behaviours.

## Positive Behaviour Policy: Star of the week

In each class from Years 1-6, the 'Star of the Week' person receives a badge and a certificate. This person has displayed one or more of the following positive behaviour, academic achievement or great citizenship.



# Primary School Guidelines (including EYFS)

## Our House System

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



On entry to the school, each child will be allocated a House. Members of the same family are not routinely placed in the same house to ensure a balance of students across the year group and a balance of male and female students in each house. Each teacher is also assigned responsibility for a House. At the first meeting of the academic year House Captains (1 male/1 female) are elected from Year 6.

The House system has two parts:

1. Merit scheme where children gain PAWS for individual awards relating to attainment and good manners;
2. Internal competitions such as Sports Events, Swimming Galas and so on.

## Behaviour Policy

It is important that we all have high expectations of pupils in their work and for behaviour, and that we reinforce school rules at all times. The procedures outlined below facilitate consistency of reaction to discipline and ease the flow of information to the relevant members of staff.

The role of the class teachers is vital, and colleagues inform each other of all matters, positive and negative, concerning members of their classes. Some matters must and should be confidential to protect the privacy of the child. All referrals will be logged by the class teacher.

Pupils will not be referred to other teachers for discipline until the member of staff concerned has attempted to resolve the problem and has exercised appropriate sanctions. Pupils who offend are dealt with as individuals; whole classes and year groups are not reprimanded. We all have responsibility for all the children in the school, not only those in our charge.

Bullying of any sort is not tolerated. Such incidents are dealt with swiftly, discreetly and with parent knowledge.

## After School Activities

On Tuesdays, Wednesdays and Thursdays students can participate in a wide range of After School Activities (ASA). This programme is an integral part of the school including sport, music, art, computer science and many other worthwhile activities (we offer more than 300 different ASAs to students in Primary and Secondary school throughout the year).

ASA sign ups are completed by parents through the SOCS online digital platform. Usernames and passwords are provided for each student when they join the school. Any questions regarding login should be directed to School Secretaries.

These activities are available for all children in Years 1-6 and are organized by staff members. On ASA days, the school bus service will also operate at 4.30pm as well as 3.40pm. Generally there is no charge for After School Activities except when a small payment is required for resources, for example cookery ingredients or specialist art materials.



# Secondary School Guidelines

## Mobile Phones and Electronic Devices

The school accepts no responsibility for the loss or damage of any electronic equipment brought onto the school premises. If students choose to bring electronic devices with them to school, then they accept total responsibility for any loss or damage. We recommend that any valuable items are locked in the student locker when not in use in class.

Students are given permission to bring portable electronic devices onto the school site under the following conditions:

1. Mobile phones, tablets, ipads etc must not be used in corridors or other public places. Students are permitted to use portable electronic devices in the multi-purpose room at breaktimes and at the tables on the playing field at breaktimes and lunchtimes.
2. Ear phones and headphones must not be worn when walking around the school or during lessons, unless staff direct you to do so. They should be stored when entering the building. They may be used after 3:30 or at the designated times and locations.
3. The filming of videos or making sound recordings of students and staff is strictly forbidden unless this is done in an educational situation with the express permission of a teacher.

Any breach of the above rules will result in the following sanctions:

1. First offence: Confiscation of the electronic device which will be delivered to the secondary office for safe keeping. The student may collect the device at the end of the day.
2. Second offence: Confiscation of the electronic device which will be delivered to the secondary office for safe keeping. The student may collect the device at the end of the day. An email will be sent home to parents advising them of the issue.
3. Third offence: Confiscation of the electronic device which will be delivered to the secondary office for safe keeping. The student's parent will be informed via email and will be required to pick up the mobile phone at their convenience.
4. Fourth Offence: Confiscation of the electronic device which will be delivered to the secondary office for safe keeping. The student's parent will be informed via email and will be required to pick up the mobile phone at their convenience. Student and parent will be informed that a further offence will result in a device ban determined by the school.

In the event of a complaint or information coming to the attention of a member of staff regarding the communication of inappropriate, intimidating, untrue, hurtful or libellous information, the school will investigate thoroughly and may view the matter as a case of bullying, and deal with it in accordance with our anti-bullying policy .

The possible consequences of such an allegation are:

1. Internal or external suspension from school.
2. Permanent exclusion from the school.

## Student Planner

All Secondary students are given a Student Planner on their first day in school. Students are expected to take responsibility for the planner themselves and to use it to record their daily timetable, all homework assignments and due dates, sporting engagements, and any other important information.

The planner contains information and personal growth activities for the students. It also contains a record of successes which the student can record over the year.

The planner can also be used to communicate between home and school. In Years 7-9, parents should sign the planner each week to show they have seen their

child's homework and any comments.

In Years 10-13, parents only need to sign if the teacher wishes parents to see a specific report on their child

## Secondary School Guidelines

### Homework

All students receive home work on a daily basis. Homework is a valuable method for teachers to monitor progression and students' understanding of subjects taught. In Years 7 to 9, students can expect to spend around 1 hour per night completing their homework.

As students enter Key Stage 4 and the work becomes more challenging, students can expect to spend more time doing homework in preparation for the I/GCSE's.

At Key Stage 5 students will be expected to manage their own workloads which will involve extensive home study. This will be directed by subject teachers.

The students may be given a homework timetable. This will be in the student planner and will help students to keep track of their workload.



### Our House System

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



On entry to the school, each child will be allocated a House. Members of the same family are not routinely placed in the same house to ensure a balance of students across the year group and a balance of male and female students in each house.

At the start of the academic year, House Captains (1 male/1 female) are elected. The House system is used for internal competitions such as sports competitions and debates.



# Secondary School Guidelines

## After School Activities

On Tuesday, Wednesday and Thursdays all students can participate in a wide range of After School Activities (ASAs), offering opportunities to pursue diverse interests in sports, performing arts, music and languages. The school bus service will run after the end of ASA time and an additional late bus.

ASA sign ups are completed by students through the SOCS online digital platform. Usernames and passwords are provided for each student when they join the school. Any questions regarding logging in should be directed to School Secretaries.



## Home-School Communications (Year7-11)

Your child's subject teachers will send home a daily email, detailing the activities from your child's classes and any homework that was set including deadlines.

The Student Planner is an effective method of communication as homework and general guidance on expectations can all be found in the planner. To help Form Tutors know that you as parents are monitoring your children's homework, we ask that you sign the current diary page over the weekend; this will then be signed on Monday by the

Form Tutor.

Year 10-13 do not need a parent signature unless a specific incident needs to be reported.

Additionally, parents can contact Form Tutors directly via email.

## School Equipment

All Secondary students need to come to school equipped with basic stationery and will be expected to have either a pen/flash drive or an external USB drive that should be taken to all lessons.

Students in Years 7 to 9 will be expected to have a calculator. Students in Years 10 and 11 will be expected to have a scientific calculator. Advice on models will be provided by the Mathematics Department.

A basic pencil case should contain the following: pens (black, blue, red and green), HB pencils, ruler (15cm), compass, protractor, sharpener, highlighter, scissors, glue. Please note that correction fluid (eg Tippex) is not allowed.

## Assessment for Learning

Assessment is a crucial element in pupils' learning and progress. It is the key to improving an individual's performance.

Assessment helps pupils to take responsibility for their learning because they are encouraged to understand their successes and misunderstandings and to take responsibility for improving. They need advice on how to improve.

Student Self Assessment can make a powerful contribution to this process. Pupils will sometimes be asked to assess and grade their own work – especially in the examination years where examination criteria can be used.

Students will also be encouraged to reflect on their own work by looking at the work of others.

Some work will be returned with comments and no marks to encourage understanding and



pupils look at the marks only. They are encouraged to think about what they did well and what they could do better. Students will be given both written and verbal feedback. Students may choose to note this in their books or planners.

Question-and-answer sessions are ever-present. Frequently they are closed or factual; often they are a check on prior learning. However, open questions, with time for thinking, such as "Why?", "How?", "Describe" and "Justify" inspire deeper learning and understanding and will be

encourage parents to adopt a similar style of questioning at home.

## Grades

These provide pupils, parents and tutors with a regular assessment of application and achievement, using the same criteria as for report writing. The Head of Year provides Form Tutors, the Assitant Heads and the Head of Secondary with an overview of pupils' performance. If necessary, strategies will be put into place to support students who are not reaching their potential.



## Air Quality Guidelines

There are times of the year when we experience poor air quality in Beijing. At BSB, we make every effort to ensure we provide a safe environment for our children to learn in. We therefore have the following systems and procedures in place.

The Shunyi campus uses three air purification systems in unison across the entire school. First, we use the Beacon brand of filters in our central air conditioning system and we have installed high-specification ceiling-mounted Daikin brand air filters in all of our classrooms, aimed at reducing the classroom AQI to no more than 10 µg/m<sup>3</sup>. Each classroom is also equipped with a portable air filter.

Our foyer areas feature positive pressure systems over all entrances and a large-scale IQ Air filter over the entrance to the multi-purpose room. The students will also be using the Sports Dome. The Sports Dome allows for PE, sport and play

to continue even on the worst of weather conditions. The AQI measurements that BSB use are from the American Embassy's official website. They refer to air quality in downtown Beijing specifically, so BSB reserves the right to modify our response if air quality is notably different at our school than officially stated for the downtown air quality monitoring station. If there is any doubt, the Principal will make the decision as to whether classes will be taken outdoors.

Indoor air quality results are measured by two external and independent companies when the outdoor pollution is at unacceptable levels, to ensure the measures we have in place are working well.

### At a glance, our AQI limits are:

**AQI over 150 & below 180**  
Pre-Nursery (Teddies) and Nursery have limited outdoor play (approximately 2 x 20 minutes per day)

### **AQI over 180**

Pre-Nursery, Nursery & Reception students stay indoors

### **AQI over 200**

Primary school students stay indoors and are restricted from high-impact activities

### **AQI over 250**

Secondary School students stay indoors, all outdoor sports tournaments cancelled and all outdoor ASAs cancelled

### **AQI over 300**

Beijing day trips and excursions also cancelled, high impact indoor activities restricted for Secondary students

In line with the ISAC agreement among Beijing international schools, an outdoor sports tournament will not begin where the AQI is over 250, with a 6:15am notification from the hosting school. Any sports tournament must end if the AQI moves to an unacceptable level during the event.

## Key Contact Information

### Useful Contact Numbers

<b>Main Reception</b>	8047-3588	receptionsy@bsbshunyi.com
<b>Primary Reception</b>	8047-3588 ext 2524	prireceptionist@bsbshunyi.com
<b>Secondary Reception</b>	8047-3588 ext 2584	secreceptionist@bsbshunyi.com
<b>School Nurse</b>	8047-3588 ext 2519	nursesy@bsbshunyi.com
<b>Bus Coordinator</b>	8047-3580; 15910784201 (24hr)	sybus@bsbshunyi.com
<b>Finance</b>	8047-3588 ext 2525	bsbfee@bsbshunyi.com
<b>Admissions</b>	8047-3558 (direct)	admissions@bsbshunyi.com
<b>Uniform Shop</b>	8047-3513	syuniform@bsbshunyi.com

### BSB Senior Leadership Team

<b>Principal</b>	Richard Thornhill	richard.thornhill@bsbshunyi.com
<b>Head of Primary</b>	Nonie Adams	nonie.adams@bsbshunyi.com
<b>Deputy Head of Primary</b>	Clare Cannon	clare.cannon@bsbshunyi.com
<b>Assistant Head of Primary</b>	Deborah Spencer	deborah.cave@bsbshunyi.com
<b>Head of Secondary</b>	Rob Khan	rob.khan@bsbshunyi.com
<b>Assistant Head of Secondary - Curriculum &amp; Operational</b>	Darren Mumford	darren.mumford@bsbshunyi.com
<b>Assistant Head of Secondary - Pastoral</b>	Jim Hartland	jim.hartland@bsbshunyi.com
<b>Assistant Head of Secondary - IB Coordinator</b>	Sarah Donnelly	sarah.donnelly@bsbshunyi.com
<b>Head of German Primary</b>	Silke Kicker	silke.kicker@bsbshunyi.com
<b>Director of Music</b>	Haley Clark	haley.clark@bsbshunyi.com
<b>Director of Sport &amp; PE</b>	Adam Worsley	adam.worsley@bsbshunyi.com
<b>Director of Admissions &amp; Marketing</b>	Sophie He	sophie.he@bsbshunyi.com

### Website

Our school website address is: [www.bsbshunyi.com](http://www.bsbshunyi.com)

## Notes



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## Contact us

The British School of Beijing Shunyi  
South Side, No. 9 An Hua Street,  
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### Email

receptionsy@bsbshunyi.com

### Phone

+86 (0)10 8047 3588

*Find out more*

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