



THE BRITISH SCHOOL
OF NANJING
A NORD ANGLIA EDUCATION SCHOOL



Welcome to Early Years

A Guide For Parents



Welcome to the British School of Nanjing

This handbook has been created for parents and students of the early years section of school. In it you will find curriculum information, school hours, useful updates, full details of school uniform requirements and other information. We hope you will find it useful, and your comments and feedback are always appreciated. Best wishes for a successful year at the school.

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Introduction

The Early Years Foundation Stage at The British School of Nanjing consists of Pre-Nursery, Nursery and Reception. During these years, children develop the fundamental skills to develop as a whole child. Our highly skilled staff support them through the early stages of their development, ensuring high quality learning experiences in an outstanding environment.

We have lots of experience in what is important to parents and children in their early years. We give children the best possible start to their education by:

- Providing a happy, safe, secure and inspirational learning environment.
- Setting the highest possible standards in learning, development and care to ensure that every child makes continuous progress.
- Creating an open and honest partnership between parents and our teachers in which regular communication and mutual support is fundamental.
- Planning learning and development around the individual needs and interests of the child.
- Using modern assessment methods to understand children's needs.
- Valuing all children in a culture of mutual respect and understanding.
- Celebrating children's achievements.
- Making learning fun, motivating and exciting.
- Knowing your children, and your family well, building a strong relationship and valuing your individuality to provide an exceptional experience.

We believe that your child's early years' experience should be filled with magical learning experiences that motivates and excites them every day and allows them to develop and achieve high standards at their own pace and ability.



Toddler Group

We offer a toddler group one morning a week which is delivered by a member of our highly skilled EYFS teaching team. This is a great way to meet other parents, provide your child with a range of developmental experiences and become part of our close and caring BSN family.



Curriculum



We follow the UK's Early Years Curriculum which provides age-related expectations for children aged 0-5 years. The curriculum refers to all the planned activities that are organised in order to promote learning, personal growth and development. Our aim is to ensure children grow into positive, responsible people, who can work and cooperate with others while at the same time developing their knowledge and skills and achieve their true potential. We value a broad curriculum as a means of fostering creativity, joy of learning and independent learning. The framework is based on four principles which are an essential part of outstanding education and development and we pride ourselves on displaying these in everything we do here at BSN.

The curriculum is made up of seven areas which are fundamental for early education and growth. These areas are separated into Prime and Specific areas of learning.

Prime Areas of Learning

- Communication and Language
- Personal, Social and Emotional Development
- Physical Development

Specific Areas of Learning

- Literacy
- Mathematic
- Understanding the World
- Expressive Arts and Design

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A Unique Child

Every child is a unique child who is constantly learning and can be resilient, capable, confident and self assured.



Positive Relationships

Children learn to be strong and independent through positive relationships.

Enabling

Children learn and develop well in enabling environments in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents/carers.



Learning & Development

Children develop and learn in different ways. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

Characteristics of Effective Learning

The characteristics of effective learning are a key element of Early Years education. They detail the way in which children should learn from their environment, experiences and activities. The characteristics are split into three main sections, each outlining key features to help children to become life-long learners. At BSN, we want to teach your children the skills they need to successfully maneuver all of the challenges they face, both as a child and as an adult. The best way to do this is to teach them skills which they can apply to a range of situations and we ensure they can do this by supporting them in applying them to the real-life scenarios we set up within our learning environment. The Characteristics of Effective Learning include:

Playing and Exploring

- Finding out and exploring
- Playing with what they know
- Being willing to 'have a go'

Active Learning

- Being involved and concentrating
- Keep on trying
- Enjoying achieving what they set out to do

Creating and Thinking Critically

- Having their own ideas
- Making links
- Choosing ways to do things



By teaching your children these characteristics and helping each child to embed these characteristics within themselves, we create lifelong learners with the ability to excel in life. Within Early Years we incorporate the interests of each child into our teaching to help empower them as learners, increase their motivation and confidence, and allow each child to gain a deeper understanding of the world around them and their place in it.

Our aim is to make sure that every child develops at the right pace for them, and we help this along by choosing topics that will capture the interests of young minds: often different, but always fun and stimulating.

We revisit areas of interest throughout the EYFS to spend time on the themes that capture enthusiasm and motivate our children. How children access material is more important than what they study. They develop learning skills and habits that will be of great value to them in the future.

Personalised learning can cover a wide range of subject matter, with recent favourite topics including:

- *Exploring friendships, feelings, emotions, and colours*
- *Seasons*
- *Traditional tales*
- *Healthy Living*
- *Animals*
- *Technology, toys, and communication*

We look for familiarity, encouraging children to feel more confident and secure, take greater risks in their learning and make more connections. Whatever the topic, children will constantly be gaining new skills.

We consider the individual needs, interests and stage of development for each child and use this information to plan a challenging and enjoyable experience for every child in all areas of learning and development.

We use rigorous assessment strategies to monitor and respond to children's individual learning, ensuring all children make good progress at the best rate for them. Our individualised approach to learning ensures all children achieve to a high standard.

We regularly share assessments of children's learning with parents through reports, student led consultations and parent teacher consultations.

The Learning Environment

The learning environment plays a large part in children's development and we strive to create and maintain an outstanding environment, promoting independence, free choice and accessibility to allow children to develop their learning on their own terms and in their own individual ways.

Our classrooms are divided into learning areas, allowing children to develop a range of skills in each area. These areas include:

- Carpet area
- Sensory area
- Role play area
- Book corner
- Investigation area
- Writing area
- Creative area
- Construction area
- Sand and Water

Outdoor Learning

Outdoor learning is an essential part of learning in the EYFS and we're very lucky to have a large and well developed outdoor space for children to further enhance their skills. Our indoor learning space is set up with learning areas, allowing children to develop their skills in each area.



Specialist Lessons

Children will be taught some lessons by highly skilled, specialist teachers who ensure the best quality of education. These subjects include:

- *Chinese*

The students learn simple topic based and everyday vocabulary and sentences in Mandarin through speaking and listening activities alongside their continuous provision programs. They also listen to stories in Mandarin and answer relevant questions. The students also learn to recognise and write some basic characters using flash cards, tracing, decorating characters, word searchers.

- *Music*

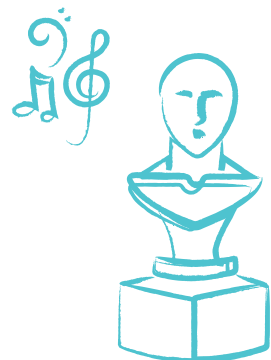
The students explore different sounds of musical instruments and differentiate between beats and rhythm. They talk about the ideas and processes which have led them to make music, use movement to express feelings and create movement in response to music. They learn and sing songs, make up rhythms and they gain experiences and responses with a range of media, such as music and dance.

- *PE*

The students engage in activities requiring hand-eye coordination. They learn to move freely and with confidence in a range of ways. They also learn to run skilfully and negotiate space successfully, adjusting speed or direction to avoid obstacles as well as negotiate space successfully when playing racing and chasing games. They develop increasing control over objects by pushing, patting, throwing, catching, or kicking it. They travel with confidence and skill around, under, over and through balancing and climbing equipment.

- *Swimming*

The students will learn how to feel comfortable in the water and safely enjoy been in the water .
They learn basic swimming skills.



School Day

8:00 am

School doors open
(students should not arrive before 8.00 am)

8:15 am

Registration
(students arriving after 8.20am will be recorded as 'late')

8:20 am

Lessons begin

10:00 am

Morning break

10:20 am

Lessons resume

11:20 am

Lunch

12:20 pm

Lessons resume

1:40 pm

Afternoon break

2:10 pm

Lessons resume

3:50 pm

End of school
(3:00 pm on Friday)

If students arrive late (after 8.20 am) they must sign in at the Main Reception Desk on the first floor and record the reason for late arrival. Students will be given a timetable by their class teacher, showing specific focus areas and swimming days. Students should not remain at school (other than for a supervised activity) after bus loading (4 pm Monday – Thursday, 3 pm on Friday).

Arrival and Departure Procedures

Classrooms are open at 8am, and students or parents are not allowed upstairs before that time. At the end of the school day, students being collected by a parent or driver should wait in the café area. If, for any reason, you have been delayed, please contact the school so that we are aware and can inform your child to avoid any unnecessary anxiety. If you are unable to collect your child, please inform the school

at your earliest convenience as to who will be collecting your child. For security reasons, teachers will not release a child to a person without the “Authorised pick-up ID card” and without further clarification. The children using the school bus service are taken to the buses by EYFS staff. EYFS children must be picked up by a parent or designated adult.

Late Arrival/Early Departure

There is a “Late Arrival/Early Departure” Log at the Main Reception Desk in which details must be entered of any child who arrives late or must leave early for any reason.

If you need to collect your child during the school day, please ensure that you inform the school in advance via email to

desk@bsn.org.cn. Students will meet parents at the Main Reception Desk where they should sign out in order to receive their exit pass to hand to the guards. Between 8am and 4pm parents should wait in the café.



Security

There is no issue that the school takes more seriously than the safety of our students. We have security guards at the front gate to ensure unauthorised personnel do not enter the school grounds.

All families enrolled at The British School of Nanjing will be given two “**Authorised Pick-Up ID Cards**”. All other visitors entering the school are required to sign in and out. All visitors and parents must wear an ID Card whilst on site. No adult will be

allowed on the school grounds without wearing an ID card.

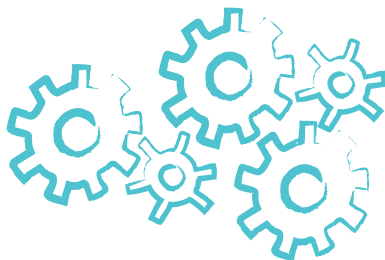
Parents are responsible for the “Authorised Pick-Up ID Card” and must inform the school if the card has been lost or stolen.

Parents are responsible for retaining these cards and issuing them to new drivers and ayi’s as appropriate. Should a parent need additional cards, they can be applied for, in person, at the front desk.

Attendance

Regular daily attendance is essential if students are to achieve their potential. We ask that parents support attendance at school wherever possible. Absence from school for reasons which are neither health-related nor involving an emergency are discouraged and should be kept to a minimum, since frequent absence can result in the student falling behind in his/her studies. Parents who are aware of future absences should inform the class teacher.

While regular daily attendance is important, sometimes absence is unavoidable through sickness. Please email desk@bsn.org.cn as early as possible if your child is unable to attend school for health reasons.



Communication with Parents

At The British School of Nanjing we greatly value working in partnership with parents and guardians to ensure the very best for your children. As part of this, we place a strong emphasis on opening up as many avenues of communication between parents and teachers.

If you have a question or a wish to talk about your child's progress or general

welfare, then, in the first instance, it is best to discuss this directly with the teacher.

Parents are welcome to visit the school at any time; however, if you wish to meet a specific staff member, we kindly request you make an appointment by email in order to prevent any disruption to the teaching day.

Keeping Us Informed

Parents are asked to keep the school informed of any changes that may occur of relevance to the school, including:

- Telephone, email and other contact details
- Address changes
- Absences-either planned or unforeseen, including sickness and extended holidays
- Updates to medical information, including dietary restrictions and allergies
- Changes to family circumstances, for example, where one or both parents may be away from home on business trips or other reasons
- Changes to the main carer

Please make sure you inform the school of any changes as soon as possible via email to desk@bsn.org.cn

Medical and Health

School Nurse

- The school employs a qualified nurse, who deals with day-to-day matters such as cuts and bruises and those children who feel unwell whilst at school.
- If your son or daughter becomes unwell and the class teacher feels that s/he may not be well enough to participate in lessons, the student will be referred to the school nurse on site. After further observation, if the student is clearly not well enough to return to class, you may be telephoned to collect your child.
- 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, they will be asked to meet the child and the School Nurse at school who will support them in getting to the hospital. Payment of medical care is the responsibility of the parent.
- Medication can only be prescribed and administered by a trained, authorised professional. School nurses require a prescription from a doctor with the doctor's signature and stamp in order to administer any medication to a child. If this cannot be provided, a family representative known to the school will need to give written authorisation for medicine to be given to the student.

Medical and Dietary Requirements

- In order for us to ensure the health and safety of your son or daughter, please advise us of any medical issues such as an allergy to food or materials, epilepsy, asthma, or anything that you think is important for the school to know. Please ensure that the initial health questionnaire has been completed and any updates are sent to desk@bsn.org.cn.
- Arrangements can be made for you to meet with the school nurse who will put in place an individualised healthcare plan for your child if there is a need for one.

Illness

- If your child has been diagnosed with any serious contagious disease, please notify the school immediately and keep your child at home. The nurse will advise if you need a letter from your doctor to say your child is safe to return to school, following certain diseases.

Children are not allowed to attend school in these circumstances:

- If a child's temperature is above 37.3 degrees celcius
- If a child has been vomiting or has diarrhoea (students should return 48 hours after symptoms cease)
- If a child has been coughing for an extended period, has green/yellow nasal discharge.
- If a child has red eye producing discharge or a sore ear.





School Uniform

School uniform is compulsory for all students attending the school. We believe that wearing school uniform in a proud and smart manner promotes positive self-esteem and, therefore, is integral to the ethos of the school. All students are expected to arrive at school each day in clean clothes, which are to be worn in a tidy manner. We expect our students to take pride in their school uniform. Please note that students should not wear their own jumpers/cardigans/hoodies. If they are cold they should wear a school fleece.

For safety reasons the wearing of earrings or other jewellery (metal or plastic) must not be permitted during sporting activities, PE or swimming.

Hair should be worn in a neat style. If a student attends school with a hairstyle that is deemed inappropriate, the Head of Early Years will inform the parents and request a more suitable style. A student may be required to wear hair tied back and/or to remove jewellery if it is deemed hazardous to an activity.



What Students Need for School

Water Bottle

Each student will be asked to bring their own re-useable water bottle to school. The bottle should be clearly labelled with the name and class of the student. Water dispensers will be available at school for refills whenever required. Teachers will establish clear routines in their class to ensure drinks are available to students.

Individual Folders

Students will be given folders on their first day of school. This folder will contain their reading diary, notes from teachers and library books. The students are required to bring their individual folders to school everyday.

Indoor Shoes

Students need to bring shoes with no laces, closed toe and soles with good grip for safety to wear when in the building.

Summer Hat / Winter Jacket

During the Summer months the students will be required to wear a hat when playing outside. They will also be required to wear winter jacket during the winter months.

Change of Clothes

Spare set of uniform, socks, underwear and a pair of shoes will need to be kept at school in the student's lockers in case they need a change during school hours.

Healthy snack

Fruit is provided daily for our students. Students may also bring a healthy snack to eat during bus journeys and snack times. Please note that we have allergy aware policy (No Nuts).

Allergy Aware School

Some children have severe allergies. Please be advised that the school is allergy aware. No products containing any nuts are allowed within the school premises. When children go on school trips (day trips or residential), or parents provide cakes or food for birthdays or special events, parents are asked to refrain from supplying products that contain nuts.

School Lunches and Snacks

School lunches are provided in the dining area for all students and staff at The British School of Nanjing. We see this as a social occasion where students can share their day, build friendships and develop language skills. The lunch provided by Aramark is a cooked meal with a selection of proteins, starches, vegetables, salads, fruit and yoghurt. Please inform the school if your child has dietary restrictions (whether for health, religious or allergy reasons). Students with personal dietary preferences are allowed to bring packed lunches to school. We ask that parents ensure lunches are packed carefully and containers are labelled. Students will be required to eat with their friends in the Early Years dining area. A selection of fruit is provided twice a day for all the students in Early Years. The students are also encouraged to bring a healthy snack.



Meet the Teacher

In the first few weeks of the new academic year, parents will be invited to meet their child's teacher. The purpose of this Meet the Teacher event is to begin an effective home/school partnership. It is an opportunity to share information regarding school and classroom routines and procedures and to have your questions answered.



Educational Visits and Trips

In order to enrich the curriculum, it is an expectation that topics are enhanced by experiences provided by field trips and inviting visitors into school. These experiences are linked to the skills taught in class and should be relevant to the current topic being taught. If needed the class teacher will ask for parent volunteers to help with the class trips.

Special Days and Events

We hold a number of special days and events in school to celebrate different festivals and occasions, including UN Day, Book Week, Christmas and Chinese New Year. This often includes dressing in traditional clothing. Events such as book week give the children a chance to immerse themselves through dressing as a book character.

The school supports a number of charities through fund raising events. In previous years, these have included 'Hopeful Hearts', Pfrang and our local Nanjing orphanage. The school annual Summer Fair raises money for charitable causes.



How to Support Your Child at Home

All the fun activities that you do with your child at home are important in supporting their learning and development and have a long-lasting effect on your child's learning as they progress through school. If you make the time every day to do some of the following things with your child, it will make a real difference to your child's confidence as a young learner.

- Read stories to your child. All children benefit from hearing stories that they themselves may have difficulty reading.
- Talk about the books you have read together. Discussing the plot, characters, making predictions and the way the author writes will support your child's comprehension skills.
- Sing and tell Nursery rhymes together
- Talk about numbers, colours, words and letters you see when you are out and about
- Allow your child to cut out and stick pictures from magazines or own drawing
- Cook/bake together
- Plant seeds or bulbs in pot or garden patch
- Use the weather- shadows, rain, puddles, snow, wind, mist and sun - to extend vocabulary
- Talk to your child at every opportunity e.g. what you are doing today
- On a trip to the supermarket talk about all the different packaging shapes
- Set routines at home e.g. dinner, bath, story, bed
- Build and encourage independence - feed themselves, use the bathroom independently, clean up and pack their own bags
- Experience making choices, taking turns and good sharing through role play or board games
- Building relationships and develop social skills through play dates with your child's friends



Using English in school

English is the first language of the school and we encourage it to be used as much as possible by all students. It is the one common language that all students will share and therefore has the capacity to unite. Students are therefore expected to be using English during the day where possible.

Reporting

All students will receive regular reports throughout year. The first report is a settling in report, which will mainly be a pastoral account of how the child has settled into class and his/her attitude to learning. The full reports will focus more on academic achievement as well as personal and social matters and will also include targets for future learning. Full reports will be given out at the end of Term 1 and 3.

Parent Teacher Consultations

Parent Teacher Consultations (PTCs) are held regularly throughout the year. Appointments last for ten minutes per subject. During these meetings, teachers will discuss with parents the academic progress of students as well as personal and social matters.

Student-Led Consultations

Student-led consultations with parents are an opportunity for the students to share their own learning in Term 2. Following the End of Year report, an additional exhibition of learning is organised. This event is dedicated to students sharing their achievements, learning and the meaningful experiences they have had over the course of the year with their parents under the guidance of the teacher.

Behaviour Guidelines

Our school's code of conduct aims to achieve a positive atmosphere in which most time is spent on teaching and learning. We recognise that the school has a critical role to play in developing self-discipline in students. We aim to establish acceptable patterns of behaviour and to encourage students to develop a sense of responsibility, self-respect and a respect for other people, property and the environment.

It is essential for parents and the school to work in partnership so that the values encouraged by home and school are mutually reinforced. The following outlines the key expectations we have of students:

- Good sharing (working together and sharing all toys and equipment)
- Walking feet (Walk at all times when indoors)
- Kind hands (use words instead of hitting to communicate their needs and wants)
- Kind words (Treat everyone with respect and politeness)
- Inside voices

All students are encouraged, taught and expected to demonstrate high standards of behaviour. We value highly the qualities of self-discipline, self-respect and respect for others and their property. We encourage all students to act as positive citizens and bullying will not be tolerated at our school.

We have systems in place to recognise and reinforce good behaviour. The vast majority of our students exhibit very good manners and care for their peers and learning environment, and this is valued and celebrated in class. However, it is only natural that from time to time, 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 class teacher or Head of Early Years as appropriate.



In Summary

We hope that this handbook provides an informative introduction to our school. Of course, not every piece of information will be here and, if you should need any further guidance, please feel free to contact the appropriate member of the school for further advice. We look forward to working with you this year!

Contact us

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Find out more
[bsn.org.cn](https://www.bsn.org.cn) 

