



Important Contacts

BSB 2021-2022	Who you should contact	Email	Tel *= extension
Absence (sick)	Primary -email Class Teacher & Primary Secretary	prireceptionist@britishschool.org.cn	8047 3532
	Secondary -email Form Tutor & Secondary Secretary	secreceptionist@britishschool.org.cn	8047 3575
	Email Bus coordinator if your child takes the bus	sybus@britishschool.org.cn	80473580
Absence (long term)	Permission is needed from the Head of Primary/ Secondary and inform the Secretaries	prireceptionist@britishschool.org.cn secreceptionist@britishschool.org.cn	8047 3532 8047 3575
Admissions	Admissions	admissions@bsbshunyi.com	8047 3504
After School Activities (ASA)	Primary / Secondary Secretary or SOCS	prireceptionist@britishschool.org.cn secreceptionist@britishschool.org.cn	8047 3532 8047 3575
Early Pick Up	Class Teacher and Primary/Secondary Secretary	prireceptionist@britishschool.org.cn secreceptionist@britishschool.org.cn	8047 3532 8047 3575
English as Additional Language	Head of Primary EAL Head of Secondary EAL	anna.dunhill@britishschool.org.cn mark.burham@britishschool.org.cn	-
Enrolment Certificate	Admissions	admissions@bsbshunyi.com	8047 3504
Home Learning/Homework	Teachers / Seesaw for Primary	Primary & Secondary Teachers	-
Learning Support for Secondary	Secondary SENCo	rebecca.mazie@britishschool.org.cn	
Invoicing	Finance	bsbfee@britishschool.org.cn	8047 3588 * 2525
Late Arrival	Primary / Secondary Secretary	prireceptionist@britishschool.org.cn secreceptionist@britishschool.org.cn	8047 3532 8047 3575
Leavers Certificate	Primary / Secondary Secretary	prireceptionist@britishschool.org.cn secreceptionist@britishschool.org.cn	8047 3532 8047 3575
Lost and Found	Reception	receptionsy@britishschool.org.cn	8047 3588
Music Lessons (private)	Director of Performing Arts	haley.clark@britishschool.org.cn	8047 3588 * 2535
Medical Issues	School Nurses and Class Teacher	nursesy@britishschool.org.cn	8047 3588 * 2517
Parents' Association		pa@britishschool.org.cn	-
Parent ID cards	Reception	receptionsy@britishschool.org.cn	8047 3588
Recommendation Letter	Admissions	admissions@bsbshunyi.com	8047 3504
Residential Trips	Primary Class Teacher / Secondary Heads of Year	Class Teacher/ Heads of Year	-
School Bus	Bus Coordinators	sybus@britishschool.org.cn	80473580
School Bus Fees	Finance	bsbfee@britishschool.org.cn	8047 3588 * 2525
School Bus Related Emergency	Bus Coordinators	sybus@britishschool.org.cn	80473580 15910784201
School Reports & Transcripts	Primary / Secondary Secretary	prireceptionist@britishschool.org.cn secreceptionist@britishschool.org.cn	8047 3532 8047 3575
School Uniform	Uniform Shop	syuniform@britishschool.org.cn	8047 3513
Secondary Heads of Year	Year 7 Shahida Kandhai Year 8 Michael Mireku Year 9 Rebecca Mazie Year 10 Dan Green Year 11 Jade Sinton Year 12-13 Chris Planchant	shahida.kandhai@britishschool.org.cn michael.mireku@britishschool.org.cn rebecca.mazie@britishschool.org.cn daniel.green@britishschool.org.cn jade.sinton@britishschool.org.cn chris.planchant@britishschool.org.cn	-
Seesaw	Primary Secretary	prireceptionist@britishschool.org.cn	8047 3532
SOCS	Primary / Secondary Secretary	prireceptionist@britishschool.org.cn secreceptionist@britishschool.org.cn	8047 3532 8047 3575
Swimming	PE Department	sport@britishschool.org.cn	-
Time Table	Class Teacher / Secondary Heads of Year	-	-
Tuition Fees	Finance	bsbfee@britishschool.org.cn	8047 3588 * 2525
Update your contact details	Primary / Secondary Secretary	prireceptionist@britishschool.org.cn secreceptionist@britishschool.org.cn	8047 3532 8047 3575