



DUCKS
PARENT HANDBOOK

2018 - 2019

shanghai-pudong.dulwich.org

**GRADUATE
WORLDWISE.**



Our Vision and Purpose

To create the best schools in the world so our students make a positive difference. Our vision and purpose are supported by three clear pillars that govern our decisions and actions.

Strategic pillars

- Students come first
- One College, Many Campuses
- Pioneering Spirit

Motto

Our motto, **Detur Pons Mundo** – ‘Building bridges to the world’ – underpins our clear vision and purpose.

Inspire is celebrated in our crest with the Latin, Exhortando.

DUCKS
Parent
Handbook
2018 - 2019



DULWICH COLLEGE | SHANGHAI PUDONG |
上海德威外籍人员子女学校（浦东）



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WELCOME FROM THE HEAD OF COLLEGE



A very warm welcome to Dulwich College Shanghai Pudong.

I do hope that you will find the contents of this Welcome Booklet helpful. It has been designed to answer many of the questions you may have as your child starts his or her education with us. It contains a wealth of useful information about daily school life in the College.

This is a vibrant and exciting school in which to be a student. While the academic progress and achievement of each student is always at the centre of our concerns, we believe that college life should be enjoyed for itself and not just as a preparation for adulthood. We help our students to become independent and courageous thinkers who are prepared to explore, innovate and meet life's opportunities with creativity. Lessons engage students with pace and challenge and are enriched with a wide variety of activities to extend your child's interests and skills beyond the confines of standard curriculum and examination specifications. The academic curriculum runs alongside an enviable co-curricular programme that provides a wealth of sporting, cultural and adventurous opportunities and interests. As a result, our students are cheerful, balanced and at ease with themselves and each other. They welcome challenge with enthusiasm and interest.

This College is an inclusive and truly international community in which each child is valued in his or her own right. All children in the school are encouraged to develop their talents and realise their potential in the way that best meets their needs and personalities. The wellbeing of every child is at the heart of the school's philosophy, for while we want them to develop a genuine love of learning, we also want them to be resilient, optimistic, confident and kind people who know how to form and sustain good relationships and make a positive contribution to society. Teachers know students very well and visitors often comment on the laughter, good humour and warmth that mark relationships between students and staff.

We want our students to know that people can make a difference, and they are encouraged to see that they also can make their mark on the world. They are encouraged to develop an open mindset in which they can both acknowledge their weaknesses and learn how to overcome them, encountering academic and personal challenges with enthusiasm, ambition and a will to succeed. They learn to inspire, influence and collaborate with others and they learn how to manage conflict. They are helped to develop self-awareness and to understand their impact on others.

The College has a strong reputation for academic success and our expectations of students are high. Whether your son or daughter is with us for several years or just a few, he or she will be very well prepared for the next phase of education.

While we enjoy excellent facilities in a prime location in one of the most vibrant and exciting cities in the world, it is our community - our students, staff and parents - that make this a special place to be. Our parents are tremendously supportive of the College, contributing a huge amount of time and energy to College events.

Together we welcome you to Dulwich College Shanghai Pudong for the academic year 2018-19.

A handwritten signature in black ink, which appears to read 'Caroline Taylor'. The signature is written in a cursive, flowing style.

Ms. Caroline Taylor
Head of College

WELCOME FROM THE HEAD OF DUCKS

I would like to take this opportunity to welcome you to Dulwich College Kindergarten Shanghai (DUCKS). This handbook has been written to provide you with all the information you need to know about us.

DUCKS is set in a purpose built Early Years environment catering for children aged two to seven years. The DUCKS teaching team takes pride in the deep learning opportunities created in both the indoor and outdoor settings. Learning areas are carefully arranged in each year group to enable our children to lead their own learning, follow their interests as well as collaborate with their peers in solving problems. The environment encourages children to become active and motivated learners who develop into competent, confident and capable young people.

We refer to Toddler, Nursery and Reception as the Early Years. In the Early Years, DUCKS practitioners base their practice on the best of Early Years education systems from around the world and work within the expectations of the Early Years Foundation Stage from the U.K. Child-led learning and play-based exploration underpins the approach where learning is supported through positive interaction with adults whose careful questioning, observation and reflective practice inform their daily practice. Engagement with parents as learning partners forms the principles of making the learning visible from online learning portfolios to vibrant examples of children's learning in every area of the DUCKS campus.

At the heart of learning is language. In the Early Years, children are immersed in a Dual Language Early Years approach, which provides powerful opportunities to strengthen our children's cognitive abilities through rich language exposure throughout the day. The benefits of learning languages are well understood and extend far beyond learning to speak more than one language. Strong thinking skills, developed logical reasoning, increased ability to focus, remember and make decisions as well as greater social and cultural awareness are all at the forefront of language acquisition.

Year One and Year Two are known as Key Stage One. In Key Stage One, DUCKS teachers build upon, and extend the child-led learning and play-based exploration to a more structured approach to learning following the National Curriculum in England. Children delve deeper into areas of learning, such as the core subjects; English, Mathematics, Science and the foundation subjects; Art and Design, Computing, Geography, History, Music and Physical Education (PE). Depending on their age, children will have specialist lessons each week for Computing, Music, Library and PE. Mandarin is taught in discreet lessons.

The National Curriculum forms one part of the school curriculum and is only one element in the education of every child. At DUCKS, we value greatly our school's international community and strive to reflect the diverse needs, customs and cultures of our families as well as of our host country, China. Through the College values, the commitment to promoting broader skills: the dispositions of learning, thinking skills and a wider sense of purpose and community, are deeply embedded through a service approach and values curriculum.

DUCKS places the child's sense of self and wellbeing at the heart of everything we do. DUCKS is a school where the foundations for lifelong learning are at the core of an atmosphere that is caring, nurturing, and stimulating. The ethos of DUCKS is warm and inviting, challenging each child in a safe but exciting learning environment.

I hope this has given you a strong sense of the importance we place in Early Years education here at DUCKS. On behalf of all the teaching staff, welcome to DUCKS!

Should you have any further questions after reading this handbook, please do not hesitate to contact me.



Ms. Katherine Weir-Davis
Head of DUCKS





DUCKS Staffing

DUCKS LEADERSHIP TEAM

Head of DUCKS
Ms. Katherine Weir-Davis Email: Katherine.weir-davis@dulwich-shanghai.cn Telephone: 021 3896 1200 ext 1308
Deputy Head of DUCKS
Ms. Cathy Taylor Email: catherine.taylor@dulwich-shanghai.cn Telephone: 021 3896 1200 ext 1306
Assistant Head of Key Stage One
Mr. Tony Pickhaver Email: tony.pickhaver@dulwich-shanghai.cn

DUCKS CLASS TEACHERS

To contact a member of staff, please use the following email structure:
firstname.surname@dulwich-shanghai.cn

Year Group	Class Name	Class Teacher	Assistant Teachers
Toddler	Toddler 1	Ms. Renee Wheeler*	Ms. Ivy Chen Ms. Christina Zhang
	Toddler 2	Ms. Jani van Wyk	Ms. Lucy Yang Ms. Helen Zhu
	Toddler 3	Ms. Heather Tobin	Ms. Melody Chen Ms. Apple An Ms. Dorothy Shi
Nursery	Potoos	Ms. Sue Stinson*	Ms. Lucienne Li
	Parrots	Ms. Kalleigh Howe	Ms. Fiona Lu
	Peacocks	Ms. Jacquie Waugh	Ms. Shirley Gao
	Penguins	Ms. Priya Soni	Ms. Peggy Wan
	Puffins	Ms. Mandy Jacquelin	Ms. Sunny Zhang
	Pelicans	Ms. Anna Pyper	Ms. Helen Peng

Year Group	Class Name	Class Teacher	Assistant Teachers
Reception	Swans	Ms. Amy Edwards*	Ms. Nana Jiao, Ms. Lili Song
	Robins	Mr. John Trinder	Ms. Milly Tan, Ms. Lili Song
	Toucans	Mr. Simon Burgess	Ms. Jenny Yin, Ms. Cynthia Zhu
	Barn Owls	Ms. Ginene Miller	Ms. Polly Liu, Ms. Cynthia Zhu
	Flamingos	Ms. Claire Dilly	Ms. Ann Chen, Ms. Angela Gu
	Kookaburras	Ms. Leanne Birrell	Ms. Nancy Ye, Ms. Angela Gu
Year 1	Marmosets	Ms. Emma Yearley*	Ms. Doris Wu
	Gorillas	Ms. Amy Beale	Ms. Yoyo Chen
	Gibbons	Ms. Ainsley Hamilton	Ms. Linda Dai
	Chimpanzees	Ms. Alice Parker-Clarke	Ms. Annie Liu
	Orangutans	Mr. Billy Gray	Ms. Warden Huang
	Tamarins	Ms. Clare Chalkley	Ms. Kay Kang
Year 2	Zebras	Ms. Sue Robinson*	Ms. Jo Qian
	Crocodiles	Mr. Jason Oak	Ms. Jessica Wang
	Lions	Ms. Kelly Wynne	Ms. Space Zheng
	Elephants	Mr. Adam Jones	Ms. Vivi Bian
	Tigers	Ms. Kirsty Kent	Ms. Veronica Yu
	Giraffes	Ms. Shannon Smith	Ms. Jane Ding

* Year Group Leader

DUCKS SPECIALIST TEACHERS

Subject	Subject Co-ordinator
Computing	Ms. Yvonne Huang
Librarian	Mr. Andy McIlwain
Librarian Assistant	Ms. Marves Hua
Music	Ms. Johanna Scantlebury
Sport	Mr. Matthew Gilvary, Mr. Bernie Wilson
Designated Senior Person	Ms. Katherine Weir-Davis (Ms. Cathy Taylor)
Safeguarding Trainer	Mr. Tony Pickhaver
Safeguarding Trainer Mandarin	Ms. Melody Chen

LEARNING ENRICHMENT

Learning Support Teacher	Ms. Jo Mitchell
Learning Support Teacher – KS1	Ms. Linda Ternouth
EAL Teacher	Ms. Sarah Juta, Ms. Lyla Hu, Ms. Zanti Ferdinandus (EAL Assistant)

DUCKS ADMINISTRATIVE STAFF

To contact a member of staff, please use the following email structure: firstname.surname@dulwich-shanghai.cn or telephone 58999910 and use the extension numbers below.

Area of Responsibility	Name	Extension Number
DUCKS Campus Coordinator/ PA to Head of DUCKS	Ms. Kiko Ma	1206
Administrative Assistant	Ms. Hershlag Yang	1246
Receptionist	Ms. Ella Pu	1300
Operations	Ms. Mandy Shen	1222
Bus Service	Ms. Jessica Zhou	1305
Security	Ms. Annie Ni	1385
Nurse	Ms. Wendy Zheng, Ms. Stacy Yao	1261





Uniform
and
Equipment

UNIFORM

All children at DUCKS, except those in Toddler classes, wear a simple uniform, which is available from the School Uniform Shop near the Main College Reception. All uniform items need to be clearly labelled with the child's full name and class. This helps return lost items.

Parents are asked to adhere to the uniform guidelines contained in this booklet. The date for changing from summer to winter uniform and vice versa will be stated in the DUCKS Important Dates sent out termly by email.

For any uniform enquiries, please email uniformshop@dulwich-shanghai.cn

Toddler

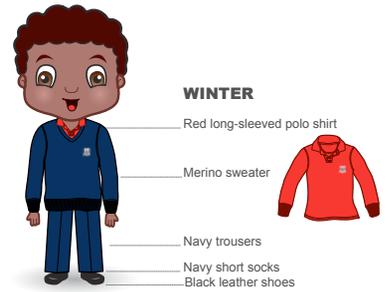
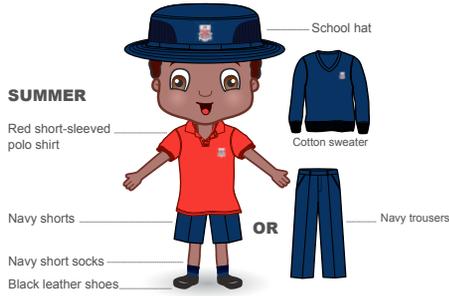
Toddler children wear their own clothes but they need a school hat, clearly labelled with their names and class.

Nursery to Year 2 Girls Uniform

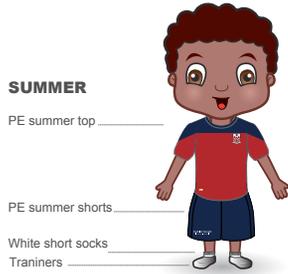
Daily	 <p>SUMMER</p> <ul style="list-style-type: none"> School hat Cotton cardigan Summer dress White ankle socks Black leather shoes 	 <p>WINTER</p> <ul style="list-style-type: none"> Merno cardigan Red long-sleeved polo shirt Navy pinafore OR Navy Trousers Navy tights Black leather shoes Navy socks
PE	 <p>SUMMER</p> <ul style="list-style-type: none"> PE summer top PE summer shorts White ankle socks Trainers 	 <p>WINTER</p> <ul style="list-style-type: none"> PE winter top PE winter trousers OR Navy leggings White ankle socks Trainers
Compulsory For Nursery and Reception	 <p>Navy school bag</p>  <p>Navy book bag</p>	<div style="background-color: #e06666; color: white; padding: 5px; text-align: center;">Compulsory For Year 1 and Year 2</div>  <p>Red school bag</p>  <p>Navy book bag</p>

Nursery to Year 2 Boys Uniform

Daily



PE



Compulsory For Nursery and Reception



Compulsory For Year 1 and Year 2



Children may wish to bring a light waterproof coat and wellington boots to school on rainy days.

Optional: Red fleece with College crest, overcoat with College crest.

Year 1 and Year 2 children should purchase the House PE kit



Howard



Anand



Shackleton



Wing



WHAT SHOULD CHILDREN BRING TO SCHOOL?

Toddler only

- At least one change of clothes to be kept at DUCKS
- A packet of nappies (if needed)
- Plenty of underpants/knickers if they are being toilet trained

All children

- DUCKS school hat: may be purchased at the Uniform Shop in the main campus
- DUCKS book bag: may be purchased at the Uniform Shop in the main campus
- DUCKS has a 'no hat no play' policy on sunny days
- Mosquito repellent: when appropriate it is recommended that parents apply mosquito repellent to their child before they come to school
- Sunscreen: when appropriate it is recommended that parents apply sunscreen to their child before they come to school
- Children in Reception need a DUCKS blue backpack
- Children in Year 1 and Year 2 need a red College backpack
- Uniform Shoes: Plain black school shoes
- PE Shoes: Plain sports shoes in a neutral color (no flashing lights)
- Children in Year 1 and Year 2 need to bring a morning snack
- Children in Nursery and Reception who are not having school lunch need to bring a morning and afternoon snack
- A labelled water bottle
- At least one change of clothes to be kept at DUCKS in Toddler and Nursery

Please note: jewellery and nail polish should not be worn and any hair ribbons should be navy blue.

LOST AND FOUND

Lost and Found is located near to the Receptionist's desk in the DUCKS foyer.

Please ensure that all clothing is clearly labelled. Children must be discouraged from bringing valuable items to school as we cannot accept responsibility for personal items. All families are trusted to replace the property of the college and of others and to take reasonable measures to keep safe all property and personal items.

School Routines



DUCKS' FORMAT OF THE DAY

8.00am	Doors open
8.20am	The day begins in Year 1 and Year 2
8.30am – 8.45am	The day begins with a soft arrival in Reception
8.30am – 9.00am	The day begins with a soft-arrival in Toddler and Nursery
9.30am – 10.00am	Reception playtime
10.00am – 10.30am	Year 1 and Year 2 playtime
11.30am	Departure for Toddler (Half Day)
11.30am – 12.00pm	Toddler, Nursery and Reception lunch
12.00pm – 12.30pm	Nursery and Reception playtime
12.00pm – 12.30pm	Year 1 lunch
12.30pm – 1.00pm	Year 1 playtime
12.30pm – 1.00pm	Year 2 lunch
1.00pm – 1.30pm	Year 2 playtime
2.45pm – 3.00pm	Soft departure for Toddler (Full Time), Nursery and Reception
3.00pm	Departure Year 1 and Year 2

KEY PERSON

In Toddler, as part of our commitment to every child's wellbeing, we follow a Key Person approach. This means that your child will have a special person with whom you will have instant contact with, ensuring that his/her daily social and emotional needs are met.

Children need to feel attachment to the important people, places and comfort objects in their lives and so the Key Person lies at the heart of this attachment. This does not in any way take away from your relationship with the leading teacher but adds depth to our relationship with you and your child ensuring that all your needs are met as a family.

The Key Person will have a special responsibility for working with a small number of children, giving them the reassurance to feel safe and cared for while building a relationship with you. The relationship with your child's Key Person starts long before your child even starts in the setting when you will receive a welcome letter, contact information and a Home or Class Visit.

HOME OR CLASS VISIT

Children in Toddlers, Nursery and Reception will be offered a home or class visit at the start of the school year. The visit should last 20 minutes when you and your child will have an opportunity to meet the Key Persons/Teachers who will be supporting your child's learning and development at DUCKS. This will be the starting point for creating links between home and school to ensure a smooth transition.

GRADUAL START

Toddler, Nursery and Reception have a gradual start to the beginning of the school year to allow the children time to get used to their settings as well as their Teachers. There will be a period of transition where parents of Toddler children are able to join their children in the setting for a period of time at drop off. In Nursery and Reception there is a shorter period of soft start where parents are able to do this.

Please note that afternoon bus service for Nursery and Reception children will begin once the children start the full day school period and finish at 2:45/3:00pm. More information on the gradual start and home visits will be communicated to parents at the end of the academic year.



DROP-OFF AND PICK-UP PROCEDURES

Children arrive at DUCKS from 8.00am onwards. Children in Years 1 and 2 are expected to go straight to their classroom to begin their school day at 8.20am with registration. Lessons begin at 8.30am. Key stage 1 children must be in school by 8.20am.

Children in Toddler, Nursery and Reception arrive at DUCKS from 8.00am onwards. Together with their parents or carers, children are welcome to go straight to their settings for a soft start. In Toddler, Nursery and Reception, parents or carers are welcome to accompany their child into the setting until 8.45am. This provides worthwhile opportunities for parents or carers to share news and events that are important to their child. With this information, teachers are able to ensure that the activities they provide enhance and support the individual interests of each child.

Bus children in Years 1 and 2 arrive at school and are encouraged to walk up to their classroom with their friends. Children who come by bus in Nursery and Reception are taken to their setting by their bus monitor.

It is important that all children arrive on time to start the day calmly as lateness can disrupt their learning and that of their classmates.

At the end of the day, parents or carers in the Toddler, Nursery and Reception are invited to arrive from 2.45pm to join their child in the setting for a 'soft departure'. This is a lovely time for children to share their learning and events of the day with parents or carers as well as an opportunity to have a quick chat with their Key Person or Teacher.

In Year 1 and Year 2, parents or carers are invited to collect children from their classrooms at 3.00pm and may also have an opportunity for a quick sharing with their child's teacher.

Should families choose to play in the playground before or after school, please note that parents or carers must supervise their child at all times. The playground is closed daily at 4.30pm.

A member of staff will accompany children who travel by bus to the buses where they will hand the children over to the bus monitors and wait to wave goodbye as they depart.

If you know that your child will have a change of arrangement prior to the start of the school day, please complete a Change of Arrangement Form to hand in to the Bus Monitor or to the DUCKS Receptionist, Ms. Ella Pu. The slip can be obtained from the Bus Monitor or from the reception desk at DUCKS.

If you need to communicate a change in arrangement when the school day has started, then please call or email Ms. Ella at 3896 1300/ ella.pu@dulwich-shanghai.cn to communicate the changes. Ms. Ella will ensure that the changes are communicated to the Teachers and Bus Monitors.

LUNCHTIME AND SNACKS

Children can choose from a set menu lunch served by the College caterers or they may bring a packed lunch from home. This social occasion takes place in the school dining hall for children in Year 1 and 2 and in the settings for Toddler, Nursery and Reception, with children eating together at 'family' tables. Good eating habits and polite table manners are encouraged and modelled. A member of DUCKS staff and a DUCKS parent serve on the College Nutrition Committee.

The College does not offer a heating service for home lunch. However, hot home lunches can be dropped off at the DUCKS dining hall prior to lunchtime. Children in Years 1 and 2 place their home lunch bags in their class box next to the dining hall on arrival at DUCKS each morning.

It is important that children have a healthy snack each day. Sweets, chocolate (including chocolate spread) or sugary items are not allowed as snacks. Our aim is to promote positive and healthy eating habits. With this in mind, the following items are suggested: cheese, sliced fruit, raisins, crackers, sandwiches, and yogurt. In addition, it is important that children bring a water bottle to school each day, clearly labelled with their name and class.

DUCKS is a nut-free environment. No nut products are served. All snacks brought from home must be nut-free. It is the responsibility of parents to inform the class teacher of any allergies their child may have.



CATERING

The catering provider for Dulwich College Shanghai Pudong is Chartwells, a world-leading brand and a part of the Compass Group. Compass Group operates in around 50 countries, combining global capability, local market knowledge, sector expertise and individual client service, delivering consistently high standards to its customers. Chartwells focuses on offering an attentive, quality, innovative and consistent service combined with the highest hygiene operation standards.

Chartwells offers the following service at DUCKS:

Toddler, Nursery and Reception lunch set menu includes: salad, main dish, hot vegetable, carbohydrate, fruit, dessert and a drink as well as morning and afternoon snacks.

Year 1 and Year 2 lunch set menu includes: salad, main dish, hot vegetable, carbohydrate, fruit, dessert and a drink.

The menu selection involves a flexible combination of local and imported food products with the main goal being to satisfy the children's preferences and needs. Seasonal products are used on a regular basis to ensure attractiveness and variety of the food on offer. The menu is designed by the on-site team and is based on the children's preferences and Dulwich College expectations. The company's nutritionist reviews all menus to ensure that proper nutritional balance is offered. Finally, the menu is passed to the school for review and approval. The Chartwells team works closely with the School Nutrition Committee to ensure that the feedback and requests of students, parents, faculty and administration are communicated and addressed promptly.

Chartwells follows HACCP (Hazard Analysis Critical Control Points) standards for hygiene procedures. It is a set of standards that ensures a high level of food safety by strictly controlling everything involved in food preparation.

Licensed suppliers are only selected if they are conforming to the company's quality, hygiene and price requirements. All vendors are under contract defining precisely the quality level and specification of the products. All Chartwells associates are trained continuously to achieve and maintain high-standards of personal hygiene, behaviour and knowledge of operations.

Chartwells utilises several control points that are quite unique in the industry. All food sourced by Purchasing has to be validated by Quality Assurance department beforehand to be in the system. For items like meat or vegetables, regular spot checks (including product testing) are part of their process. Chefs can only order from the system and therefore can only order items that are approved. Moreover, Chartwells has its own Distribution Centre in Shanghai where all suppliers deliver first then specialised trucks deliver to each client's location. This ensures an additional level of safety and control, as items are also batch inspected at Dulwich College Shanghai Pudong. Finally, when items are delivered on site, our chefs also check what arrives. This supply chain model strengthens traditionally weak links in China, such as cold/frozen chain, distribution fragmentation and poor transparency at delivery.

Daily samples of all served food are collected to ensure traceability and transparency. Raw material and cooked food are separated from each other, away from walls and

away from floors. Top-brand detergents such as Johnson-Diversey are used to keep the hygiene of all facility and equipment. Chartwells associates also wear hats, masks and gloves during the operation to avoid cross contamination.

In order to ensure food safety, specific requirements for food storage and serving are in place. For example, temperature of coolers is set between 0~6°C and freezers lower than -18°C. When served, the temperature of hot dish is no lower than 65°C and cold dish between 0~10°C. The equipment (coolers, freezers) are checked daily and the temperature logged to ensure they are functioning properly.

Not only does Chartwells fully comply with the Chinese FDA, the company also has an internal department to perform random inspections on a regular basis with a third-party consulting company for hygiene. Any feedback or suggestion is passed to local units, which promptly hold staff-training meetings for a constant and continuous improvement of service.

Chartwells is known among international schools for its healthy food. The company does not use MSG, artificial flavour and colour or peanut oil, and prefers healthy cooking methods (e.g. limiting deep-fried dishes). The offered menus focus on proper balance of carbohydrates, proteins, fibres, vitamins and lipids. Please be informed that the cafeteria is nut free. For additional dietary requirements please inform the school office who will contact the on-site Chartwells manager or head chef.

Catering Payment System

In DUCKS, lunch cards are collected each morning by the class teachers to keep track of spending against a pre-paid account. Parents can reload accounts from 8.00am to 4.00pm, Monday to Friday, in the Senior School Canteen at the Main Campus. Online loading is also available via the following link: <http://112.65.161.126:8081/LogOnquery.aspx?storeno=21487DulwichSH>. For further assistance, please feel free to contact the Chartwells on-site team members in person or via email at dulwich.sh@compass-group.com.cn.

COLLECTION OF CHILDREN

If parents are unable to collect their child themselves, they must submit a 'Change of Arrangement' form to the Receptionist Ms. Ella Pu at 58999910 ext.610 / ella.pu@dulwich-shanghai.cn to communicate the changes. Ms. Pu will ensure that the changes are communicated to the Teachers and Bus Monitors.

A "Change of Arrangement" form must also be obtained from the reception desk for signature by the teacher, if a child is to leave school earlier than the end of the school day. The guards will not allow a child to leave DUCKS without this form being completed.

SCHOOL BUSES

The College offers a bus service in Pudong and Puxi with one-way and return trip options. Services may not be available to distant locations and a bus stop will not be created for fewer than three students. One-way bus riders are charged at a

lower rate than round trip bus riders. Bus refunds for students withdrawing from the College are calculated in the same manner as tuition fee refunds for withdrawing students. Bus refunds for students who need to change their bus arrangements during the school year will be handled individually.

All bus arrangements should be made through the Bus Department via Operations located in the Senior School building. Please contact DCS-BusService@dulwich-shanghai.cn

Parents of children who travel on the school bus will receive a copy of the Bus Regulations. Please be aware of the following:

- It is imperative that children are waiting when the bus arrives to collect them. If the bus has to wait, this lengthens what is, for many, an already long journey. Seat belts must be fastened immediately and not undone until the bus arrives at its destination.
- Food is not to be eaten on the buses.
- Children should be collected promptly on their return as all are keen to get home after a long day.
- Under no circumstances will a non-bus child be allowed on the bus e.g. for a play date. Any addition to the bus service must be made via the Bus Department.

Parents should talk to their child about being polite to the bus monitor and driver. They should also remind them of the importance of keeping safe on the bus by sitting comfortably, quietly and sensibly. If children misbehave, the bus monitor will communicate to the class teacher who will report to parents. Should a child continuously misbehave, the class teacher will speak to parents about making alternative arrangements instead of bus travel, for their own safety as well as that of the other children.

BICYCLES

It is important that parents are aware of the regulations regarding bicycles in Shanghai. From the College perspective, the priority is to ensure that children are kept safe and, to this end, parents are encouraged to insist that their sons/daughters wear safety helmets whenever they are riding their bicycles. The College is aware of how dangerous roads in Shanghai can be and regularly receives reports of accidents, many involving fatalities of cyclists.

DUCKS TRAFFIC

Keeping your child safe is our priority. However, we cannot do it alone. As it is extremely busy outside DUCKS during drop-off and pick-up times, we urge parents to cooperate fully with us.

On the advice of Jin Qiao traffic police, the College operates a drop off/pick up routine as shown on the map below.

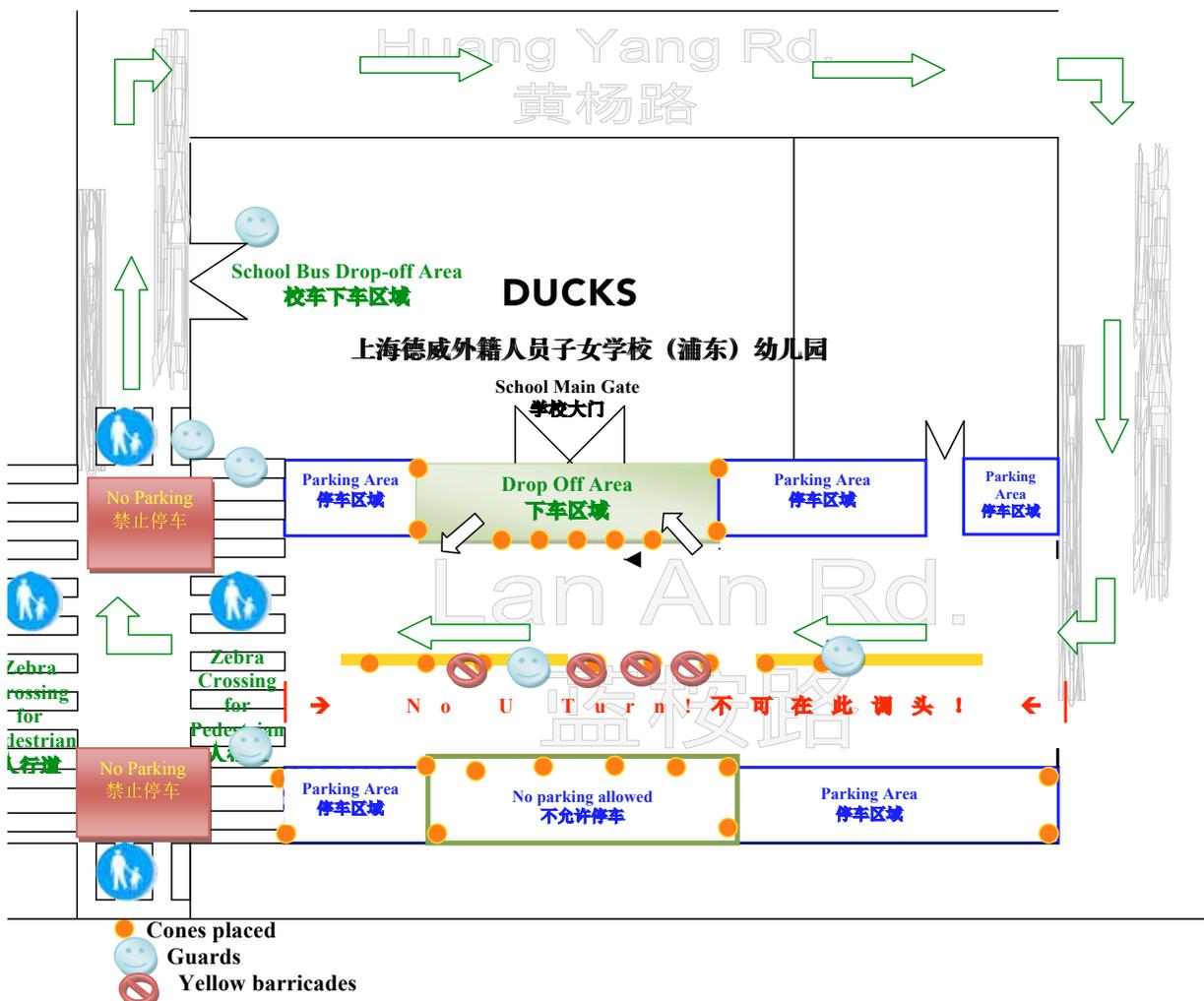
Guards are stationed outside the gates to DUCKS in order to assist with drop-off/pick-up. They are there to ensure the safety of our children and families. Please do support them.

Kindly communicate the following points to your driver and/or other carers in regards to drop off/pick up.

- Do not park in the cordoned off no parking area as marked on the plan
- Do not drive or park against the direction of traffic flow to avoid accidents
- Do not double or triple park along Lan'an Lu as this creates severe traffic jams
- Do not double or triple park at the crossroads. It is a major safety hazard for the children
- When dropping off children at the drop off zone, please leave straight away and park in the designated parking areas to wait. Drivers should remain in their cars at all times

We encourage parents to adopt a 'Kiss and Drop' approach whereby parents say a quick goodbye to their child at the gate and allow the child to proceed into DUCKS on his/her own. This will help foster their independence as they get older, as well as support the flow of traffic.

Layout for DUCKS Campus During School Arrival and Dismissal





Curriculum



CURRICULUM

The curriculum in the Early Years is based on the Early Years Foundation Stage curriculum (EYFS), which provides a framework for the education of children from birth to five years old.

The Prime Areas covered are:

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

The Specific Areas covered are:

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

Under these seven areas of learning, teachers guide and facilitate a range of exciting and stimulating curricular activities that enable each child to achieve the goals and objectives appropriate to his or her individual stage of development.

The Curriculum in Years 1 and 2 is based on the National Curriculum for England and aims to ensure that young people become successful learners, confident individuals, and responsible citizens. The structure of the curriculum has been designed to provide breadth and balance whilst maintaining focus on English and Mathematics. There is a strong emphasis on children's personal development, including the development of learning and thinking skills and personal, social and emotional skills. The curriculum also includes concepts, skills and understanding of Science, Geography, History and Art. All areas of learning are delivered to the children through an overarching topic theme each term. Mathematics and elements of English are discretely taught throughout the year and relevant links to the overarching theme are made where appropriate.

'Read, Write Inc.' is our daily phonics programme. By following the National Curriculum from England and selecting the best elements it has to offer, a smooth transition between each phase of a child's education is ensured.

DUAL LANGUAGE APPROACH

At DUCKS we value multilingualism and want children to acquire language skills in Mandarin as well as in English. We understand that bilingualism benefits children socially and intellectually and we believe that exposure to more than one language from a young age provides children both linguistic and cognitive advantages. The Dual Language Approach in DUCKS is based on the principle of additive

bilingualism; children acquiring English and/or Mandarin in addition to their home language/s. The aim of the Dual Language Approach in DUCKS is to develop increasing fluency in English and Mandarin where children comfortably switch from one language to another while remaining secure in their first language.

Each child's language development will be monitored during their time at DUCKS. At the start of each year, teachers will work with parents to learn which languages are spoken at home, and how they are used, to determine each child's individual language needs.

All children will be exposed to both English and Mandarin every day through their play experiences and adult led Dual Language carpet sessions in the Early Years. In the early stages of language acquisition, to help children acquire the second language, teachers will use a range of strategies to support language acquisition including simplified and repetitive speech; contextualised language; gestures and continual checking of understanding during structured and unstructured opportunities to use both languages.

Children in Years 1 and 2 follow the English National Curriculum in a classroom that is rich in both Mandarin and English. Both languages will be used, as appropriate, in learning contexts. A qualified teacher, who is a native English speaker, will plan and lead the curriculum using English. The children's learning is supported by Assistant Teachers or Dual Language Teachers who speak Mandarin as a first language but who speak English as well. In addition, children in Years 1 and 2 will have differentiated Mandarin lessons (see page 29). Children who need to develop their English to fully access the curriculum are supported by English as an Additional Language EAL teachers (See page 35).



SPECIALIST TEACHING IN DUCKS

Mandarin Pathway

Every child in DUCKS has daily exposure to Mandarin during their play, social and learning experiences. These experiences are supported and led by Mandarin native speaking teachers, Assistant Teachers or Co-Teachers.

Year 1 and Year 2 Mandarin

In Year 1 and Year 2, children have 3 hours' formal Mandarin lesson time each week. A team of fully-trained Dual Language Teachers deliver Mandarin lessons.

The programme aims:

- To help children build a foundation for Chinese literacy,
- To empower children with Mandarin language skills to interpret and interact in the world around them, and
- To enhance children's knowledge and understanding of Chinese culture.

Mandarin in KS1 is set up in three pathways: Mandarin as a Foreign Language (MFL), Mandarin as a Second Language (MSL) and Chinese as a Native Language (CNL).

The KS1 MFL programme is designed for children with little or no background in Mandarin. It aims at building students' confidence and fluency in verbal communication in everyday scenarios. It engages children in a literacy programme so they can recognise 50-120 most frequently used Chinese characters and components.

The KS1 MSL programme is designed for children who have had long-term exposure to Mandarin/Chinese. This pathway aims at extending their fluency and competency in verbal communication. It expands children's language knowledge through a communicative approach to stories and projects. It builds a foundation for children to read 80-150 most frequently used Chinese characters and components.

The KS1 CNL programme is designed for children whose home language is Chinese. It aims at challenging children's creative and critical thinking through storytelling. It encourages children to verbalise their thoughts in Chinese. It also develops students' reading and writing skills with the use of 150-355 most frequently used Chinese characters and components.

These three pathways will continue into KS2 and KS3 at Dulwich College Shanghai Pudong.

Music

Specialist music lessons at DUCKS incorporate concepts and pedagogy from the English National Curriculum and Kodaly and Orff Music Education. The Early Years children (Toddlers, Nursery and Reception) attend a 30-minute music lesson with their class each week and Key Stage 1 children (Year 1 and Year 2) attend a 60-minute music lesson each week. The Early Years music lesson incorporates musical games and movement activities to encourage sensitivity to beat and rhythm.

In Year 1, children are taught foundational music reading and writing skills, and are taught to play tuned percussion instruments such as xylophones and glockenspiels. In Year 2, children learn the recorder as a tool for acquiring theoretical, practical and ensemble skills.

All children attend a group-singing session once a week (Nursery Choir, Reception Choir), which develops a range of repertoire, teaches material for end-of-term productions, and develops group music-making skills. In Year 1, children are offered the opportunity to be involved in the Mushu Choir and in Year 2, Mulan Choir. Choir rehearsals are not only social and fun but also develop musicality and introduce the children to the discipline of participating in ensemble music making.

“Morning Music Express” held on select Thursday mornings during the term is an opportunity for children who are learning musical instruments or vocals to showcase their skills and progress in their learning. Participation is by sign up and children of all levels are encouraged to participate.

All children are involved in at least one performance each year, which showcase the practical performing arts skills that are taught each week.

Another celebration is the Music Soiree. This wonderful event showcases students who love learning a musical instrument, practise regularly and enjoy performing in public. Children are invited to participate in this event.

The DUCKS Music room is well equipped with a modern digital Yamaha piano, a class set of tuned and untuned percussion instruments, and an interactive white-board along with many audio, visual and print teaching resources.

Computing

Our Computing Programme starts from Reception at DUCKS and runs all the way through to Year 2. Our aim is to provide all children with the skills and understanding they need to use technology effectively, creating an environment where information technologies can fit into the curriculum - enhancing and improving their learning experiences.





Reception children have a 30-minute lesson each week. During the computing sessions, pupils are encouraged to use technology to do many activities which cover computer science, programming, digital tools and digital literacy.

Year 1 and Year 2 have a one - hour lesson for computing each week. There are six aspects of study at Key Stage 1, which extend through Key Stages 2, 3 and 4 to provide coherence. They are: programming, computational thinking, creativity, computer networking, communication/collaboration and productivity. The computing activities in Key Stage 1 provide ample opportunity for creative, collaborative project work in which pupils can acquire the information technology skills they will need.

In addition, there are iMacs, interactive whiteboards, iPads and Microsoft Surface in the classrooms.

Library

Dulwich College Shanghai Pudong Libraries are a dynamic learning environment for intellectual stimulation and inquiry where students can develop reading skills and achieve their potential to become self-confident, life-long learners and responsible world citizens.

Library Mission Statement:

- To inspire, develop and foster a passion for reading, knowledge, life-long learning and intellectual enrichment;
- to develop and enhance independent learning skills;
- to provide access to information in all its forms and guidance for its ethical and critical use;
- to support Dulwich College Shanghai Pudong values, curriculum and community.

DUCKS Library is a dedicated and exciting space for students, staff and parents to explore their interests. Each class has a weekly, scheduled library session, when, together with stories and information literacy lessons, students will have the opportunity to select books to take home: 2 for Early Years children, 3 for children in Key Stage 1.

Parents and carers are welcome to visit the Library before and after school (7.45am - 8:30am and 3.00pm - 3.45pm), to borrow books to support and enhance children's learning. Parents/Guardians can have up to 6 books at a time (increased to 10 during holidays). To register as a patron, parents/carers should visit the library of their youngest child.

PE

PE lessons at DUCKS are based on the Early Years Foundation Stage and the UK National Curriculum in Year 1 and Year 2. The Early Years timetable has an emphasis on fundamental movement skills and is divided into games, gymnastics, dance and introductory swimming/water skills. Children have the following basic movement goals: develop a sense of direction, balance, body and space awareness and moving with control. Children handle a range of materials including beanbags, rings, hoops and soft balls. They play in pairs or in teams and explore movement.

Year 1 and Year 2 curriculum exposes children to a wide variety of activities including: football, rugby, netball, basketball, athletics, gymnastics, dance, swimming, fundamental skills, tennis, hockey and team building games and activities. The aim for the children is to improve their coordination and physical skills as well as develop social skills, teamwork, spatial awareness and their understanding of rules and tactics





Additional
Support



LEARNING SUPPORT

DUCKS offers individualised support for children with mild and moderate additional educational needs, provided by specialist teachers.

All provision is designed with the child's individual strengths and needs in mind, using a child-centred holistic model. In this way, the Learning Support team work actively to support teachers and learning assistants in creating inclusive learning opportunities for all children. Interventions may take place in class or as part of targeted one to one or small group withdrawals as appropriate.

The Learning Support department at DUCKS also provides support for parents of children with additional educational needs, developing collaborative relationships between school and home. In addition, they are able to provide information regarding external agencies in Shanghai that may be able to provide more specialist advice or tailored programmes where necessary.

COLLEGE GUIDANCE COUNSELLING

A breadth of services, including in-school support, is provided by The Essential Learning Group (ELG). This service supports students, staff and parents in our community. Various workshops will also be available throughout the year on areas of specific interest and importance to our community.

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

DUCKS offers English as an Additional Language (EAL) support to non-native English speakers who meet the requirements, based upon class teacher referral and/or assessment upon entry. The main aim is to develop learners' understanding and use of English in order to access and respond to the curriculum, as well as address their social needs.

The EAL provision will fit the needs of the child. Some children may require intensive EAL for a shorter period of time, while others may need a longer-term approach, consisting of less intensity but more frequency. Some children will be withdrawn to receive support from an EAL specialist, while others will receive more in-class targeted support by an EAL specialist.

Please note that there is an additional fee for EAL provision, which supports a portion of this programme.

A young girl with blonde hair in pigtails is sitting at a desk in a classroom. She is wearing a blue and white checkered school uniform with a dark blue cardigan. She is focused on writing on a piece of paper with a blue pencil. The background is slightly blurred, showing other students and classroom furniture.

Assessments and Reporting

ASSESSMENT AND REPORTING

Assessments are used to obtain information, allowing teachers, children and parents to make judgments regarding progress and identify next steps in learning.

Assessment is an integral part of day-to-day teaching and learning in DUCKS. The children's progress is closely monitored by staff, who react with them on their individual strengths, learning needs and next steps, and take action based on this. Children become increasingly involved in this process, as they develop the skills needed to be able to make effective evaluations of their own learning. Assessment is cyclical, providing evidence of what learners know, understand and are able to apply, informing teachers' planning to ensure learning experiences are motivating and challenging. The class teacher will generally carry out all assessments. Information gathered will be used to assist in reporting to children, parents and colleagues.

Overview of reporting to parents

Term	
Term 1	Curriculum Evening Curriculum overview and term dates Classroom Learning Journeys (KS1) Parent – Teacher Conferences End of term reports (KS1)
Term 2	Curriculum overview and term dates Classroom Learning Journeys (KS1) Parent – Teacher Conferences
Term 3	Curriculum overview and term dates Classroom Learning Journeys (KS1) End of term reports (KS1 and EYFS)

NATIONAL CURRICULUM LEVELS

In Year 1 and Year 2 the formal learning objectives that are taught correspond to English National Curriculum of the UK.

TERMLY OVERVIEW

Parents in Year 1 and Year 2 receive a curriculum overview at the beginning of each term. This is a summary of the skills, knowledge and understanding to be taught during the term.

PARENT CONSULTATION EVENINGS

These take place in Terms 1 and 2, and are a chance for parents to discuss how their child is progressing, emotionally, socially and academically.

CLASSROOM JOURNEYS

In Key Stage 1, during every term, parents are invited by their child to come into class to see the work that their child has been doing. Children show parents their books as well as their learning within the environment. In the Early Years, parents are welcomed into the setting for soft start/finish each day.







Home
Learning

HOME LEARNING AIMS AND OBJECTIVES

We aim to develop an enthusiastic and responsible attitude to learning both inside and outside of school. Home Learning should encourage independence, creativity and a thirst for further learning. Establishing a positive home learning culture will enable our young learners to see learning as continuous process, happening both inside and outside the classroom. We also believe it helps prepare students for their future academic careers after DUCKS.

In the EYFS, Home Learning can take a variety of forms. Discussions following children's interests at home and the sharing of artefacts from home are effective ways in which children's enthusiasm for learning can be explored both at DUCKS and at home. Parents are encouraged to discuss their child's learning on their online learning journal and are able to upload examples of learning at home to share with their teachers at DUCKS. Children in Reception will begin to take home a reading book and additional phonics activities to support their learning at DUCKS when they are ready to do so.

In Year 1, children will be introduced to the concept of home learning through a range of possible activities covering a variety of areas (including handwriting, phonics, writing, reading and Maths) are made available for children to choose and complete at home. All tasks aim to consolidate and / or extend students' learning with respect to the Year 1 curriculum.

In Year 2, children are introduced to the Big Book of Homework, an exciting way for the children to develop and consolidate current learning at home. The children will be provided with a home learning task. The challenge is to complete this task on just two A4 pages; using creative, artistic techniques to present their work. Each week, for those who choose to, the children will have an opportunity to share their homework with others in a 'walking gallery' where great ideas can be shared and personal achievements can be acknowledged. The children will be expected to give positive feedback to all those sharing their work.

Parents are expected to encourage their child to try their best with home learning tasks but are not expected to teach content or skills. Please follow the guidance set from teachers regarding these home learning tasks and contact your class teacher if you need any further clarification.



Holistic
Opportunities

CO-CURRICULAR ACTIVITIES (CCAs)

Children in Year 1 and Year 2 take part in CCA activities throughout the week either during the lunch hour or afterschool. Children have the opportunity to take part in a variety of CCAs including: tennis, martial arts, outdoor adventure, drawing, multisport, eco clubs, crafts and drama. Alternatively, children in Year 2 can choose to join other CCA clubs such as Mulan Choir. These exciting clubs are run by DUCKS staff and are termly commitments. Children in Reception begin CCAs when they are developmentally ready to do so, often in Term 2 or 3.

THE HOUSE SYSTEM

DUCKS has a very structured and strong House System. When children are admitted to DUCKS, they are assigned a House: Anand (purple), Howard (red), Shackleton (green) and Wing (blue). Siblings are placed in the same House. Children in Year 1 and Year 2 take an active role in supporting House Activities. Children in Reception are introduced to the House system in Term 2.



Anand

Anand House is named after Anand Panyarachun, considered the greatest living Old Alleynian ("OA"), as Dulwich old boys are known in London. Khun Anand has had a distinguished career of service to his country and in business: he is the former Prime Minister of Thailand, Chairman of the Thai Federation of Industries, Permanent Representative to the United Nations, Thai Ambassador to the U.S. and Chairman of Saha-Union Group. Born in 1932, Khun Anand is an alumnus of Dulwich College London, where he was School Prefect and captain of the undefeated 1951 School Tennis Team – a truly distinguished OA.



Howard

Charles Howard, 2nd Baron Howard of Effingham and 1st Earl of Nottingham (c. 1536-1624) took advantage of his high birth to sustain a long and distinguished career. He served Queen Mary as Lord High Admiral and Queen Elizabeth as Lord Chamberlain.

Charles Howard was also the patron of Lord Howard's Men, later known as The Admiral's Men, a theatre company in the Elizabethan and Jacobean eras. Lord Howard's Men were generally considered one of the most important acting troupes of English Renaissance theatre. Edward Alleyn,

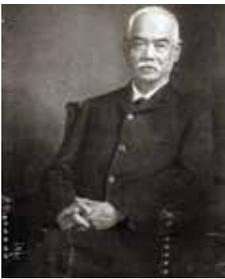
the founder of Dulwich College London who is considered one of the greatest actors of Shakespeare's time was the principal actor for the troupe.



Shackleton

One of the greatest explorers of the 20th century, Ernest Shackleton was an inspiring leader who demonstrated selfless regard for those he led. His hair-raising expedition to Antarctica in 1915 made this Old Almeynian a legend in his own time. When his ship, the *Endurance*, was trapped in the polar ice, he led his men to shelter and then sailed out in an open boat (now on display at Dulwich College London) to seek help. He returned to save his comrades two weeks later

– a happy ending to a harrowing experience, achieved through sheer grit, ingenuity and determination.



Wing

Yung Wing was a dedicated educator, a scholar and an ancestor of one of the founding members of Dulwich College Shanghai Pudong. Born in Guangdong Province in 1828, he was the first Chinese to receive a university education in America, graduating from Yale University in 1854. Yung entered the Qing Imperial Government service in 1864, and proposed that the government subsidise the education of young Chinese in the west. Between 1874 and 1881, several

hundred Chinese youths were sent to U.S. universities. He was also instrumental in establishing one of China's first modern companies, the China Merchants Steamship Navigation Company – whose 1901 headquarters still stands on Shanghai's Bund.

House Points

All Key Stage 1 children take part in the house point system. Throughout the year, children who display and exemplify the Dulwich Values earn individual house points.

Points are recorded on tracking cards and upon completion of each card, a certificate (bronze, silver, gold, platinum, diamond or jade) is awarded during Assembly to celebrate and recognise the child's on-going effort and achievements.

At the end of the month, each class tallies and record running totals for each house in their class. This information is sent to the House Coordinator and the total number of points earned across DUCKS is calculated. The totals are announced in Assembly by House Leaders. Running totals are recorded and a winning house is determined termly before points restart for the new term.

A variety of whole-school house activities are organised by the DUCKS House Coordinator and staff. Such house activities include: Dynamic Diners, Sports Day, and termly house 'family' meetings.

To promote leadership and service in DUCKS, children in Year 2 are invited to apply to be House Leaders each term.

SCHOOL EVENTS, PERFORMANCES AND ASSEMBLIES

Children in Reception, Year 1 and Year 2 have weekly assemblies focusing on aspects of personal, social, health education (PSHE), as well as discussing celebrations. In addition, they take part in assemblies to recognise their good work and achievements. In Reception they are given certificates from the Magic Book and in Year 1 and Year 2, they receive certificates relating to Dulwich College values. At the end of each month, Reception, Year 1 and Year 2 come together for a special House and Birthday Assembly.

MOVING ON ASSEMBLY

At the end of the academic year DUCKS holds a Moving On Assembly for children and parents in Year 2. At Moving On Assembly children are presented with a certificate to reflect their progress during the academic year. This is a formal occasion to which families are invited.

PRODUCTIONS

Children take part in at least one production each year. Dates for productions and concerts are included in the DUCKS Important Dates, sent out termly via email.

MUSICAL PERFORMANCES

Children in Year 1 and Year 2 can elect to be part of the Mushu or Mulan Choirs. They rehearse weekly and take part in performances as decided by the Head of Music. Once a year, DUCKS holds a Music Soirée when children who play an instrument can perform. Children are invited to join the soirée with the Head of Music.

“Morning Music Express” held on select Thursday mornings during the term is an opportunity for children who are learning music instruments or vocals to showcase their skills and progress in their learning. Participation is by sign up and children of all levels are encouraged to participate.

SPECIAL EVENTS

Over the course of the year, children participate in the following celebrations and activities: United Nations Day*, Christmas/Winter Celebrations, Lunar New Year, Book Week and Sports Days. Parents are warmly invited to all of these events. As an international school great value is put on parents coming into class to share special celebrations from their home cultures. Parents willing to do so should speak to their child’s class teacher.

** As the children have an international dress-up day on UN Day in Term 1, it would be great if parents could acquire a national costume from their home country during the summer holidays.*

BIRTHDAYS

Parents are very welcome to bring a cake to school when it is their child’s birthday. The children usually prefer a simple homemade cake. Parents are not permitted to bring in presents or gifts for other children or any hired entertainment. Parents are asked to check with their child’s class teacher to arrange the best possible time in the day for them to bring in the cake. They should also check with their child’s teacher that there are no children in the class with any food allergies. DUCKS has a strict no-nuts policy.

BIRTHDAY BOOK SCHEME

To help encourage children to think about the college values of generosity and kindness, students have the opportunity to donate a book to the DUCKS library on their birthday. To assist you and your student, the library has pre-selected books that will be beneficial for inclusion in the library collection. These books are located inside a treasure chest next to the library book monster. Parents and children can choose a book from the chest to donate in their name (all books are 50 RMB). The library will catalogue the book and insert a book plate commemorating the donation with the child’s name inside. The child will also be recognised at that month’s Birthday Assembly.



EDUCATIONAL VISITS

Educational Visits provide value to children's learning experiences in DUCKS. Children are able to explore different environments, making new links and discovering new opportunities about the world around them.

Children from Nursery upwards take part in day trips at a minimum of once per year. These trips are linked to the children's learning. In the past, they have included trips to the Bio Farm, Maritime Museum and the Strawberry Farm, among others.

SERVICE EDUCATION

Service Learning

At Dulwich College Shanghai Pudong we aim to develop well-rounded young people who strive for excellence in all that they do and are well equipped for future success through being principle-centred members of society.

We believe Service Learning enables our students to make a connection between serving others and the formation of character. The intention of our programme is to 'inspire and cultivate an understanding and care for others, with the desire to build a better future for ourselves and others through a deeper knowledge of the world.' Service Learning should be an intrinsic part of every child's education as it provides an opportunity for reflection and personal growth.

Our Service projects are a vital part of our learning programme. They empower our students to be aware, able and active to make a difference within our Dulwich community, locally in Shanghai, or globally in Asia or beyond.

Our Service Projects allow students to learn that putting others before self takes commitment and discipline. Forming and maintaining relationships is an important aspect of all our service projects, as we believe this enables our students to show respect, be humble and accept responsibility for others.

Heart to Heart Shanghai

At Dulwich College Shanghai Pudong we aim to develop well-rounded young people who strive for excellence in all that they do and are well equipped for future successes through being principle-centred members of society. In line with the College values of 'compassion', 'inclusivity', 'generosity' and 'kindness', supporting Service projects, such as Heart to Heart are a vital part of the DUCKS school culture and learning pro-grammes.

DUCKS supports Heart to Heart through:

- Sponsored heart surgeries
- Ongoing support for sponsored children
- Sponsored libraries
- Heart to Heart DUCKS Walkathon
- Used Book Shop in the Villa
- Donated second hand books, gently used cloths and shoes for men, women and children
- Donated toys and stationery
- Donated toiletries from holidays
- Boxing and taking donations to the hospital playrooms in Puxi

(All donation boxes are located in the main reception area in DUCKS)





Student
Welfare

STUDENT WELFARE

All children have the right to:

- Learn
- Feel safe and happy
- Be treated with respect and kindness
- Freedom of expression and independent thought

All children have a responsibility to:

- Have input into their learning and aim to reach their full potential
- Accept responsibility for their actions and property
- Care for themselves, others and the environment

The College aims to provide a framework that ensures that systems, procedures, and policies are in place to safeguard the welfare of students, thereby providing an environment in which each individual student can maximise their potential in becoming a well-rounded young person who strives for excellence and, in doing so, embraces the College Values.

COLLEGE VALUES

At Dulwich College Shanghai Pudong we recognise that education is as much about equipping students with specific skills as it is developing character. The values and attitudes we live by affect how we relate and interact to others and our environment.

We want Dulwich College Shanghai Pudong students to be able to exercise judgement and responsibility in matters of morality, ethics and social justice. We want them to have the capacity to understand their world, to make informed decisions about their own lives, and to accept responsibility for their own actions. We believe this will improve our students' capacity to learn and to succeed in life.

The Dulwich College Shanghai Pudong Values are:

- Integrity
- Compassion
- Inclusivity
- Respect
- Generosity
- Kindness
- Self-awareness
- Courage

SAFEGUARDING

In our Dulwich College International Schools, we consider Safeguarding as: “the way in which we provide a safe and effective environment so that all our children can fully develop and learn. We also take every step to ensure that children in our care are protected from any form of abuse or neglect.”

In putting students first in all that we do, the issues of safeguarding, including child protection, are of paramount importance in Dulwich College International Schools wherever they are in the world. This is not because we have any specific or worrying concerns for the immediate safety of our children but, as a world-class organisation with a strong moral purpose, we wish to make certain that every step is taken to ensure the safety and wellbeing of every child. The Dulwich College International Safeguarding Framework is followed by all Dulwich College International Schools and shows an unprecedented commitment to this sensitive and often complicated area of our provision.

ABSENCE POLICY

If a child is going to be absent from school due to illness, parents should contact their child’s class teacher before 9.00am via one of the following methods:

- Email - firstname.surname@dulwich-shanghai.cn
- Contacting the DUCKS Receptionist on 3896 1300

If parents know in advance that their child will be away from school for long-term absence, they should seek approval from the Head of DUCKS and inform their child’s class teacher.

LEAVING EARLY

If a child needs to leave DUCKS early, they must complete the “Change of Arrangement” form which can be obtained from the reception desk for signature by the teacher if a child is to leave school earlier than the end of the school day. The guards will not allow a child to leave DUCKS without this form being completed.

CHANGING/TOILETING PROCEDURE

We view toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgmental concern of adults. Our Early Years staff are trained on lifting and handling children in nappy changing where needed. We recognise that most children in our Under Threes settings will be wearing nappies or going through a potty training period. Some will already be potty trained. All children who enter Nursery and Reception are expected to be toilet trained although we understand that children can have accidents so we will manage any such situation with sensitivity. Children are encouraged to use the toilet independently and are directed to go before playtimes, mealtimes, assemblies and other special events.

We ensure that, where possible, it is the Key Person in Toddlers who carries out personalised changing times for the young children in their care who are in nappies or 'pull-ups'. The only exception will be when a Key Person is absent. Information about each child's nappy changing needs will be available for the backup Key Person if necessary. The Key Person will work with the child's parents/carers to ensure that each child's needs are met. A daily record of nappy changing is kept and can be checked by parents if they wish.

We ask parents/carers to provide:

- Spare nappies
- Wet wipes
- Change of clothes/undergarments
- Nappy cream (if appropriate)

Toileting

Starting to use the toilet will only take place in consultation with the parents and when the child is ready.

Procedures

Staff recognise that some children may go straight into using the toilet as part of their process of coming out of nappies.

- Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet
- They should be encouraged to wash their hands and have soap and paper towels to hand
- They should be allowed time for some play as they explore the water and the soap
- Anti-bacterial hand wash liquid or soap should not be used for young children
- Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for the parent to take home
- Once children are confident, they will be encouraged to access the toilet when they have the need to and are encouraged to be independent

We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

Positive Guidance in The B

Strategies for ensuring consistent p



1. Stop, Think, Observe

Questions to ask yourself...



What is happening?



What started this?



2. Ask and Listen



What happened?



What are you feeling right now? (Verbalise child's feelings)



Early Years

Positive behaviour



4. Support the Good Choice Made



I really like the way you chose to...



Do you think you can...?



Guide and refocus child's attention.



3. Discuss Choices



How can we make this better?



What can we do differently next time?



What can we do now?



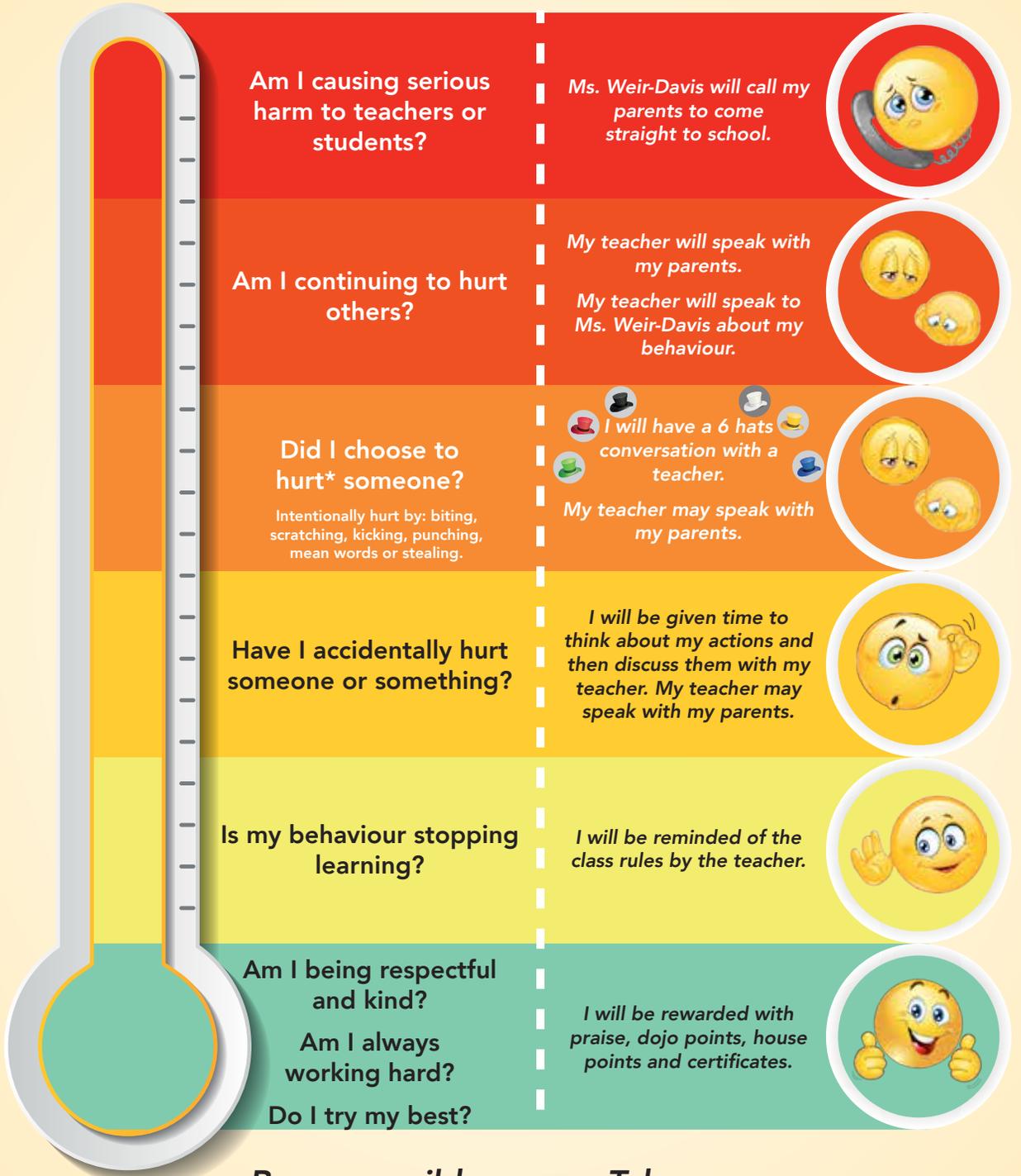
DULWICH COLLEGE | SHANGHAI PUDONG |

上海德威外籍人员子女学校（浦东）

Positive Guidance in KS1

Behaviour

Actions



Be responsible.

Take care.



- Understanding the rules
- Understanding our routines
- Using 'words' to help us and teaching the 'language of choice'
- Understanding rewards and consequences
- Reparation (making amends)
- How we use descriptive praise

Consequences

We do not use sanctions or punishment but we make every child aware of the consequences of their behaviour. We agree the expectations we need to make sure that everyone can do their best learning. It is important for our children to clearly link a specific behaviour with its consequence. The consequence needs to be a natural consequence, which makes sense to the child. Staff respond calmly to all situations and follow up with reparation. In some instances, a child whose behaviour is repeatedly impacting negatively on him/herself and others, will be given time out from the rest of the class until they calm down, and are in a position to work sensibly again with others. After such occasions, the class teacher will discuss the reasons for the time-out with the child. A child may be taken to visit a member of the DUCKS Senior Leadership Team.

Parents are notified of all pastoral matters, including negative behaviour, through daily means of communication: at departure time, via the telephone or by email and behaviour incidents are recorded on file.

ANTI BULLYING

The school does not tolerate bullying of any kind. If an act of bullying or intimidation is discovered, immediate action, involving parents, will take place to stop any further occurrences of such behaviour.

Key Beliefs

- We do not tolerate bullying at DUCKS
- Bullying is wrong and harmful to children
- Bullying should never be ignored
- We do all we can to prevent it from happening by reinforcing our school ethos and expectations
- We send out a clear message that bullying is regarded as unacceptable
- We provide a safe and secure environment where children can learn



Partnering
with
Parents

PARTNERING WITH PARENTS

The College believes that parents play a crucial part in supporting good behaviour in school and welcomes and values their support in setting high expectations. The following expectations will help parents in their efforts to best support their child's development in DUCKS.

SAFE SURROUNDINGS

Parents are asked to:

- Be safe and considerate to others when dropping off/picking up children
- Share lifts when possible
- Not obstruct the entrance/exit by stopping in zoned areas or abuse any other parking restrictions around DUCKS
- Use designated adult toilets only
- Put mobile phones and cameras away once on DUCKS campus which also sends a positive example to children
- Not share personal information on any social media related to other children

PASTORAL ENVIRONMENT

Parents are asked to:

- Ensure that your child understands the high expectations of behaviour and helps their child to exceed them
- Always report any concerns about your child's wellbeing and work cooperatively with the class teacher to resolve matters positively
- Encourage excellent attendance and punctuality
- Organise family holidays outside of term time
- Support your child's home learning routines and provide a suitable 'distraction-free' environment for home learning to be completed on time
- Ensure that home routines support school life by providing your child with positive sleep habits/patterns and good eating habits

ACADEMIC ENVIRONMENT

Parents are asked to:

- Monitor progress as detailed in your child's Report and through feedback in parent/teacher meetings and discuss with the class teacher any concerns or suggestions from home
- Develop an understanding of the DUCKS assessment criteria and curriculum requirements and ask the class teacher to explain any misunderstandings if necessary
- Show a particular interest in their child's development by asking your child about what they have been learning at school

SECURITY

Everyone, except for students in uniform, coming onto the College grounds is required to wear an official security card. These cards have photos of each individual printed on them and are issued to new families as part of the admissions process. Visitors without security cards will need to provide photo identification, such as a driver's license, passport, or a Chinese residency document, to the guards to gain entrance. The photo identification documents will be kept securely by the guards for the duration of the visit and returned when the visitor leaves the site.

For any questions regarding security cards, please contact
DCS-SecuritySupport@dulwich-shanghai.cn.

THE ROLE OF PARENTS

Parents have a vital role in their child's education, and home learning is an important part of this process. Parents are expected to encourage their child to complete their home learning tasks. They should help their child as and when they feel it to be necessary and support them by providing a good working space at home, enabling them to visit the library regularly, and by discussing the work that their child is doing. Parents are also expected to log onto the Dulwich online platform, Firefly, each week to access the learning blog from their class and view the upcoming events for the next week.

LIBRARY SERVICE FOR PARENTS

The Senior School Library endeavours to cater to the needs of the entire Dulwich community, and parents are warmly encouraged to register there and borrow books.

PARENT FORUMS

Forums, focus groups and workshops are carefully positioned throughout the year to address a variety of pertinent topics including: curriculum, assessment, Mathematics teaching and learning, English teaching and learning. Other forums may be added as necessary throughout the year as the need arises.

FRIENDS OF DULWICH (FoD)

Friends of Dulwich (FoD) is a volunteer parent organisation that provides a focal point for the school community. It serves as a fund raising vehicle for agreed charities, in addition to fund raising for selected school community events and projects. All parents are automatically members.

Through class representatives FoD facilitates the communication between class teachers and parents in relation to volunteers for classroom or special events. The class representatives also facilitate the social interaction among families in the school community.

Activities include Parent-Teacher Socials, Daddy-Daughter Dance, Father-Son sporting events, The Winter Fair, Teacher appreciation activities, Health and Nutrition Committee, Second Hand Uniform Sales, Farmers Markets, Flea Markets. In addition, FoD collaborates with the school to support productions and assist with sporting events. Monthly Coffee Mornings feature guest speakers and vendors.

The FoD bi-weekly newsletter provides up to date information on upcoming activities as well as a link to the College local events board and community forum, on the College website, which affords parents an opportunity to exchange information.

FoD offers support for new families to assist them in having a smooth transition to both Dulwich Pudong and Shanghai.

The FoD committee meets monthly. If parents are interested in getting more involved or have any questions they should email fod@dulwich-shanghai.cn

COMMITTEES AND WORKING PARTIES

The College is committed to working in partnership with the parent body to foster a sense of community spirit. It recognises that input from representative samples of parents alongside that of students and staff on key issues will help to ensure that communication is open and transparent and that decisions have been made following due stakeholder representation. To this end interested parents may be invited to join College working parties or committees as appropriate and upon approval of the Headmaster.

GIFT POLICY

This is a brief summary to explain the school's policy and guidance on receiving gifts from parents and to ask for all parents' cooperation with this policy so that teachers and Assistant Teachers are not placed in the difficult and embarrassing situation of having to return gifts. This policy is devised in the light of Chinese law and regulations as well as good professional practice.

While we recognise and appreciate parents' desire to express their appreciation to teachers for the work that they do in supporting their children, the basic principle is that nothing should be given which places the teacher in a parent's or student's debt such that their professional judgements or actions may be, or be perceived to be, influenced by such a gift.

The College policy on gifts and gratuities is as follows:

- No purchased gift, regardless of value, may be accepted.
- Cards and any item of handmade nature may be accepted.
- Gifts of money, gift vouchers, or cash equivalent must never be accepted.
- Staff cannot engage with parents about gifts they would like. Staff are not permitted to accept gifts that are organised collaboratively by parents (even when this is a joint gift by just two parents).







Health and
Safety

AIR QUALITY POLICY

AQI Policy and Practice

External Readings

Dulwich College Shanghai Pudong tracks external air quality throughout the day by reference to the live readings generated from the College external monitor located on the roof of the Senior School building.

In addition, the guards take readings at 7.00am, 9.30am, 11.30am and 3.00pm from the Air Quality China APP (<http://air.castudio.org>). The AQI figure is calculated using US Standard data from three stations nearest to the College (Zhangjiang, Yangpu Sipiao and Chuansha).

The external measurements are converted to PM2.5 and displayed on the monitors around the College, at the entrance to each school, and through the flag system at DUCKS.

Dulwich College Shanghai Pudong AQI Index

The Chart explaining Dulwich College Shanghai Pudong Air Quality Index is below. The chart explains how outdoor activities may be modified depending upon the pollution level. and the duration and intensity of the activity.

When making a decision about the appropriate action, both the AQI and the PM2.5 will be taken into consideration, with the higher reading determining the action. For example, if the AQI reading is 148, but the PM2.5 is 78, then the action will be from the Amber category.

Outdoor Pollution Levels		
PM2.5 Levels	AQI Reading	Actions
0-75	0-150	No action required.
76-100	151-200	Students are still allowed outside, but levels of vigorous action and outdoor exposure will be limited. Ball and running games will be prohibited during break and lunch times. CCAs that normally have a high exertion level will be moved indoors.
101+	201+	All outside activities will be cancelled and students will remain indoors.*

The PE department may decide to take intermittent readings and take their own action in line with the policy.

Children with specific health related issues

Parents should please keep the school informed if their child has particular respiratory problems. Individual arrangements can be made in these instances.

Cocurricular Activities

On high pollution days, CCAs will not be cancelled but alternative activities will be put in place and students will still travel home on their expected CCA bus.

Educational Visits

A reading will be taken prior to any school educational visit. If the reading is into the Red band, the member of staff responsible for the visit will postpone the trip. The member of staff responsible will make the necessary arrangements and communicate directly with parents of the students on the visit. In the case of residential visits, the member of staff responsible for the visit will use the Green Cloud app to take Air Quality readings at the start of and during the day to decide if outdoor activities need to be modified or postponed.

Non-Competitive Activities, including Training

For activities held before 7.00 am and after 4.30 pm the Dulwich Pudong Coach will take a reading from the Green Cloud App to determine whether the activity should be modified or postponed in line with the Dulwich Pudong policy.

At venues other than Dulwich Pudong we will be guided by the host school as to the air quality level. The Dulwich Pudong Coach will then make a decision based on the information supplied.

Competitive Sports

Our competitive Sports Teams are members of various sporting organisations and, at present, those organisations respond differently to Air Quality levels than we do at Dulwich College Shanghai Pudong.

For competitive sports fixtures we fully intend to follow the guidelines laid down by the external organisation that oversees the competition.

Indoor Air Quality

When air quality outdoors is poor, we encourage all members of our community to keep windows and doors shut as much as possible.

Readings are taken in large indoor play areas (Sports Centre Gym, Upper Gym, DUCKS Hall) twice daily. If the air quality is such that it is in the Amber or Red band indoors, then no indoor physical activity will take place in that area.

In other venues for indoor Sports activity, we shall be guided by the host school as to the indoor air quality. However, if we have significant concern that it is not in the Green zone, we shall postpone the fixture.

School Closure

The College will not close due to poor air quality unless it is instructed to do so by the Shanghai Municipal Educational Commission. If a parent chooses to keep a student at home for health reasons due to poor air quality, that absence will be treated like any other health-related absence.

FIRST AID AND MEDICAL CARE

DUCKS has a full time nurse who is situated on the ground floor next to the Staff Room.

If children become unwell whilst at DUCKS, they will be taken to the nurse. If the nurse feels it is necessary, she will contact parents and ask for them to pick up their child as soon as possible. If she cannot contact a parent, she will telephone their emergency contacts and ask them to come and collect the child. It is, therefore, essential that all emergency contacts are aware of their responsibilities.

Parents should ring the office early in the morning if their child is not attending school and should inform the office of any infectious illness or condition they may have. Parents are expected to keep their child at home if they are unwell. This will help to speed up the recovery and also reduces the risk of infection to the other children. Please note that staff will only administer Tylenol if they have a signed parent consent form.

Should a child injure themselves at school, the teacher will send for the Nurse and request help whilst keeping the child calm and safe. If an accident occurs in the playground, the teacher on duty will accompany the child to the nurse to give an account of what happened. A response plan will be put in place. If a child is injured and cannot move, the teacher signals the lead teacher, or a nearby colleague, to go get help from the Nurses Station.

If a life threatening or emergency situation occurs, the top priority is to get the child to the hospital as soon as possible. If the injury is not life-threatening, the first point of contact is the parents or emergency contact. The school nurse will not accompany a child to the hospital unless the injury is life-threatening. Parents, carers or emergency contacts are expected to collect the child if the advice is to seek medical advice and is not life-threatening.

If a note is sent in requesting a child to refrain from PE or swimming, the child must take a book and go to PE/swimming to sit on the side. If this is a regular occurrence, the Assistant Head and/or Deputy Head will ring the parents to have a discussion as to why they are opting out of PE or swimming.

PE and swimming is part of the school curriculum and if a child is not well enough to attend sport, it is unlikely that they are well enough to come to school.

The following exclusion periods are adhered to:

Exclusion Period	
Chickenpox*	Usually 6 days from appearance of the last spot
Conjunctivitis	Children may return to school once treatment has begun
Diarrhoea & Vomiting	48 hours symptom-free
Fever	24 hours after temperature has returned to normal
Hand, food and mouth*	Children may return to school 2 weeks after remaining at home until the fever is no longer present and the blisters are dry
Mumps*	5 days after swelling has appeared
Ringworm	Until commencement of treatment
Rubella	7 days after onset of rash
Impetigo	24 hours after beginning an effective anti-microbial therapy. All draining lesions should be kept covered.

* A medical certificate is required for children to return to school after an episode of communicable disease.

If a case of head lice is discovered the nurse will contact parents to collect their child to begin treatment. All parents will be informed in the year group and asked to check their child's hair to prevent further spreading. The nurse will be happy to check a child's head on request.

FIRE AND "LOCKDOWN" DRILLS

The evacuation plans in case of fire emergencies are displayed on all of the classroom walls. In the event of a fire alarm, children will be escorted from their classrooms or play areas with their teachers to the central assembly point at the back of DUCKS where registers will be taken.

DUCKS has a Lock Down policy, (referred to children as 'safe and sound' drill) in place to protect children and staff in case of intruders or alarming situations.

Regular Fire and "Safe and Sound" Drills are held during each term to ensure that children and staff are aware about what to do in case of emergencies.

CLOSURE OF SCHOOL PROCEDURES

On some occasions, it may be necessary to close or cancel school. The following procedures will be followed whenever it is necessary to cancel or close school due to inclement weather, fire, important Government events etc. The health and safety of the children shall be the primary consideration in all decisions or actions taken at times of inclement weather or other emergencies.

Prior to the school day

- In the case of important Government events such as the APEC convention, the College is usually given prior warning via the Education Commission.
- The Head of College will ensure that all parents and staff are notified via a SMS message and a message will also be placed on the College website.

Procedures for closing school while in session

If an emergency necessitates the closure of the College during school hours, the subsequent guidelines will be followed:

- The Head of College will ensure that all parents and staff are notified via a SMS message and a message will be placed on the College website.
- At all times when the College buildings must be evacuated, all children and staff shall exit the buildings in an orderly fashion as rehearsed. Children shall be kept at the designated meeting place or another suitable location until parents can arrange to pick them up.
- The Head of College will inform teachers when children may be released. DUCKS students must be collected from the classroom by a parent or nominated guardian as soon as possible after the phone call.
- The Head of College will determine whether school buses are able to run. If deemed safe, children will be dismissed to their buses. All other children will remain at school under teacher supervision until a parent or nominated guardian arrives to take them home.

Delayed Closing of School

If conditions exist (severe weather, civil disturbances etc.) that make it unsafe for children to travel home on foot, children will remain at school under teacher supervision. When travel on foot has been deemed safe, the school will be closed and the children will be sent home following the procedures listed above.

Parental Decisions

Although the College will take every precaution to ensure the safety of all children during an emergency, there may be times when parents would prefer to collect their children earlier. If they choose to do this, parents must inform the relevant secretary to ensure that all children are accounted for. During a typhoon, it may be unsafe to travel. As such, parents are encouraged to wait until the severe conditions abate before coming to the College.

Communication



COMMUNICATION

In September, 'meet the teachers' evenings are held for all parents to introduce the staff and discuss classroom routines. Throughout DUCKS, our online platform, Firefly, contains class blogs about the learning and activities taking place each week along with information about upcoming events.

In EYFS, the online learning journal, Tapestry, is used to communicate with parents about children's interests, activities and development at school. This is updated regularly throughout the term.

In Key Stage 1, a written report is produced at the end of Term 1. Both EYFS and KS1 produce an end of Term 3 report. A Curriculum Overview is posted on Firefly each term, explaining what the children will be learning in Years 1 and 2. The Reading Journal is a communication tool between parents and teachers which is used to follow children's reading progress.

Parent – Teacher conferences are held in Term 1 and Term 3. This is an opportunity to discuss how children are progressing emotionally, socially and academically.

Email is used by parents to communicate important details to their class teacher. The email address follows the format: firstname.surname@dulwich-shanghai.cn

NEWSLETTERS AND THE COLLEGE MAGAZINE

The College produces a weekly newsletter for each school every Friday during term-time. Parents are emailed the Newsletter directly via the College website. The weekly Newsletter, along with past Newsletters, are also available on the website.

The Newsletter contains key dates for the forthcoming week along with a link to the full Parent Calendar. Links to the other schools Newsletters, lunch menus and news items are also included.

The College magazine is produced three times per year and published at the end of each term. It contains College news, stories, photos and more in-depth features from each of the three schools. A hardcopy magazine is sent home with students at the end of each term. Extra copies are available in the Main College Reception area and is also available to download via the College website in PDF format.

WEBSITE

The College has its own website where information, including the calendar, is accessible. The website has information relating to College activities and descriptions of the individual schools. There is also a media section where regular news items are posted.

SMS SYSTEM

The College has an SMS system in place for event reminders and to communicate with parents in the event of an issue or crisis whereby rapid communication is of the utmost importance.

For example, if an important announcement regarding an unexpected closure of the College takes place, the College will send an SMS message notification to the mobile phone number that parents have provided advising them to review the website for further details. Parents are consequently reminded to let the school Offices know of any changes in their contact details.

YEARBOOK

The College produces an annual Yearbook at the end of every school year as a keepsake for the students and staff. It is an optional purchase from the Main College Reception.

FIREFLY

DUCKS parents will be sent a link to the DUCKS Firefly pages, which is our main form of Communication. Firefly is an online platform to communicate class and year group events. Each class has their own class blog page which is updated by your child's teacher, and a Year Group Events page which is updated by the Year Leader. There is also curriculum information and suggestions for how you can help at home.

Please ensure you check Firefly on a weekly basis to be informed of recent learning and upcoming events of your child's class.

SCHOOL CALENDAR

The College uses an online calendar system. This allows parents, students and staff to be able to subscribe to school events via iCal, or RSS feeds. Apple iPhone users are also able to subscribe. The parent calendar is broken down into the following event categories:

- DUCKS Events
- JS Events
- SS Events
- Performing Arts Events
- Sports Events
- University Guidance Events

This allows parents and staff the ability to subscribe to event information relevant to them. Subscription links can be found on the calendar section of the College website.



COLLEGE CALENDAR

2018 - 2019

Month	M	T	W	TH	F	SAT	SUN	Event
2018			1	2	3	4	5	
August	6	7	8	9	10	11	12	15 August: New Student Orientation Day
	13	14	15	16	17	18	19	16 August: first day of term
	20	21	22	23	24	25	26	
	27	28	29	30	31			
September						1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	24 September: Mid-Autumn Festival
October	1	2	3	4	5	6	7	1 -5 October: National Day holiday
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					
November				1	2	3	4	8 November: Staff Professional Development day (DUCKS) Student - Parent - Teacher Conferences (JS) Student - Parent - Teacher Conferences (SS Year 10 to Year 13 only)
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	9 November: Staff Professional Development day (Whole College)
	26	27	28	29	30			
December						1	2	
	3	4	5	6	7	8	9	14 December: last day of term
	10	11	12	13	14	15	16	17 December - 4 January: Christmas holiday
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							
2019		1	2	3	4	5	6	
January	7	8	9	10	11	12	13	7 January: first day of term
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30	31				
February					1	2	3	
	4	5	6	7	8	9	10	4 - 15 February: Chinese New Year holiday
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28				

Month	M	T	W	TH	F	SAT	SUN	Event
March					1	2	3	29 March: last day of term
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
April	1	2	3	4	5	6	7	1 - 5 April: Spring break 8 April: Professional Development day 9 April: first day of term
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30						
May			1	2	3	4	5	1 May: Labour Day
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			
June						1	2	7 June: Dragon Boat Festival 21 June: last day of school (Half day for students)
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	

School days:	181		First/Last Day of Term
Term 1:	79		School/ Public Holidays
Term 2:	50		Professional Development Days
Term 3:	52		



DULWICH COLLEGE | SHANGHAI PUDONG |
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