

**DULWICH COLLEGE | SHANGHAI PUXI |**

上海德威外籍人员子女学校（浦西）



**Key  
Stage 1**

**PARENT  
HANDBOOK**

2020 – 2021

<https://shanghai-puxi.dulwich.org/>

**GRADUATE  
WORLDWISE.**

Aim high and work hard  
Be kind and respectful  
Make a difference

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## WELCOME

Dear Parents,

Please may we extend our warmest welcome to Dulwich College Shanghai Puxi. Life in the Key Stage 1 is incredibly busy, full of rich and exciting opportunities. We are looking forward to working alongside each and every parent in our community, creating a strong partnership to ensure that your child thrives during their time at the College.

We understand that a school experience is more than just academic success, and we value the holistic development of our children. Our aim is to sculpt independent, inquisitive, kind and caring young people who are connected to the world. Through our school values, '**Aim High, Work Hard, Be Kind and Respectful, Make a Difference**', our children learn that achievement comes through dedication and effective collaboration.

No matter if your child is a ballerina, a book-worm, a computer wiz, or a football genius, our highly experienced faculty are here to ensure that each child fulfills their potential, and makes the most of every opportunity afforded to them. Our curricular and co-curricular opportunities promote excellence, and allow every child to have a unique and bespoke learning pathway.

This booklet is designed so that you have everything you need to know as parents at your fingertips. Please take time to read it, and familiarise yourself with our routines and procedures. If you have any further questions, please do not hesitate to get in touch. I am looking forward to getting to know you.

**Christine Haslett**  
Deputy Head of College and Head of Primary

## THE COLLEGE CONTEXT

Dulwich College Shanghai Puxi is a British International School. The College is divided into three distinct phases – Early Years, Primary, and Senior School. There are three whole College specialist departments – Mandarin, Sports, and Performing Arts (drama, music, and art).

The Primary School is comprised of both the Early Years and Primary departments.





Meet the Team



MEET THE TEAM

Key Stage 1 Leadership Team	
Mrs. Christine Haslett	Head of Primary and Deputy Head of College
Mr. Tony Pickhaver	Deputy Head of Primary
Mr. Calum Rowland	Assistant Head of KS1

Key Stage 1 Class Teachers		
Y1	1A Kiwis	Ms. Liz Kerr Y1 Lead Teacher
	1B Owls	Ms. Abigail O'Brien
	1C Puffins	Mr. Ben Saunders
Y2	2A Geckos	Mr. Calum Rowland Assistant Head of KS1
	2B Iguanas	Ms. Rebecca Barton
	2C Crocodiles	Mrs. Vicky Walker

Specialist Teachers	
Sports	Mrs. Grace Stewart
	Mr. Joseph McGilly
	Mr. Gavin Stanton
	Mr. Jack Yu
	Mr. Tom Ren
Music	Mr. Jonathan Haslett
	Ms. Alicia Knox
	Mrs. Tina Tian
EAL	Ms. Sheva Armand
Library	Mr. Niall Walker
Student Support	Mr. Martin Zarate
	Mrs. Natasha Dennis





# UNIFORM

We believe that personal appearance and how you present yourself is very important. At Dulwich College Shanghai Puxi, the children are here to do the business of learning, and must dress accordingly. Our uniform is designed to reflect our traditional British heritage, and must be worn with pride. We ask that parents adhere strictly to the following guidance on uniform:

## Clothing:

- Uniform must be well maintained, and pressed
- Shoes must be smart black leather, and polished. Heels, boots, or sandals are not permitted. Children must only wear training shoes for sports activities. Logos or intricate designs are not permitted
- Patterned or coloured socks are not permitted
- During cold weather, children may wear a discrete navy blue thermal layer under their uniform
- In the summer, hats must be worn at all times during play. Children who do not bring a hat will not be allowed to play outside
- All uniform must be clearly labeled with your child's name and class in English

## Hair:

- Hair should be neat, and not warrant comment
- Girls' hair should be tied back with a standard elastic hair tie
- Hair accessories should be simple navy blue

# ACCESSORIES

- P.E. tops and sports gear are only permitted during P.E. lessons
- Children may wear a watch, however smart watches are not permitted at the school
- Girls may wear a single small set of studs
- Jewellery, other than for religious reasons, may not be worn
- Tattoos and make up are not permitted

Daily Routines

# Student Uniform Guide

DUCKS Boys (Nursery - Year 2)

Summer

School Hat

Red Short-Sleeved Polo

Navy Shorts

Navy Short Socks

Black Leather Shoes  
(Not supplied)

Winter

Red Long-Sleeved Polo

Navy Trousers

Navy Short Socks

Black Leather Shoes  
(Not supplied)

Summer PE

PE Summer Shirt

PE Summer Shorts

White Short Socks  
(Not supplied)

Winter PE

PE Winter Jacket

PE Winter Pants

White Short Socks  
(Not supplied)

Additional Items



# Student Uniform Guide

DUCKS Girls (Nursery - Year 2)

Summer

School Hat

Summer Dress

White Ankle Socks

Black Leather Shoes  
(Not supplied)

Winter

Red Long-Sleeved Polo

Sleeveless Dress

Navy Tights

Black Leather Shoes  
(Not supplied)

Summer PE

PE Summer Shirt

PE Summer Shorts

White Short Socks  
(Not supplied)

Winter PE

PE Winter Jacket

PE Winter Pants

White Short Socks  
(Not supplied)

Additional Items



## EQUIPMENT

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Dulwich College Shanghai Puxi school bags are compulsory, and can be purchased from the uniform shops. They must come to school each day, along with their books and diaries.

## TOOLKITS

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All pupils are provided with a school toolkits, containing 2 pencils; a handwriting pen; red, blue, green and black biros; a small ruler; a pencil sharpener. As part of our sustainability policy to reduce plastic waste, children can only receive new items of stationary when they hand in a used one. All pupils are expected to be responsible for their toolkit, and take care of it. Lost items can be earned back by undertaking a small community task.

Toolkits must stay in school.

## SWIMMING

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All children in the Key Stage 1 have a weekly swimming session. College swimming suits should be worn for these lessons. The Dulwich College Shanghai Puxi Swimming Programme is for all students, with weekly lessons aimed to build water enjoyment and confidence. We follow the Swim England Programme as our development guide for students. All swimmers' progress is monitored and tracked each week, and students are rewarded with certificates and badges to show their achievements through the programme. It is our goal to provide a high quality swimming training experience, which will ultimately lead to strong swimmers and swim teams, as students progress up through the school.

### What should your child bring to swimming lessons?

- Swim suit
- Swimming cap
- Goggles
- Towel
- Water-proof Swim Kit Bag

Parents should purchase the Dulwich College Shanghai Puxi swimming suit and swimming cap from the Uniform Shop.

## WATER BOTTLES

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Each child must bring a water bottle to school. We do not have paper or plastic cups on campus.

## PHONES AND SMART WATCHES

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Phones and smart watches are not permitted in the Key Stage 1. If you need to reach your child during the school day, please contact the reception desk. Children are always allowed access to the phone at reception in case of an emergency. Any phones or smart watches that are brought to school will be confiscated, and will only be returned to a parent.

## MONEY

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Very occasionally, your child may need to bring money to school. You will be informed of this in class or College newsletters, and the amount will be made specific. Please do not send your child to school with money unless there is an arrangement with the class teacher for special consideration.

## OTHER PERSONAL PROPERTY

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We do not encourage children to bring expensive personal property to school, and do not take responsibility for any loss or damage to personal property. Any items that are deemed to be a distraction during learning time, or any items that cause adverse conflict during free time will be confiscated and returned to a parent.



## THE SCHOOL DAY

8:00	Drop off
8:10	Registration
8:25	Morning Learning begins
10:20	Morning Break
10:40	Morning Learning Continues
12:35	Lunch
13:30	Afternoon Learning begins
14:25	Afternoon Break
14:35	Afternoon Learning continues
15:40	Buses depart
15:40	CCAs
16:45	Second buses depart (Tuesday, Wednesday, Thursday)

## TIMETABLES

We believe that independence starts with each child organising themselves to come to school. In order to support them to take control of their schedule, we issue each child with a magnetic timetable for your fridge at home. We would like you to promote independence by asking your child to check their timetable each evening, and pack their bag in preparation for the day ahead, including any activities that they have.

## PICK UP AND DROP OFFS

Pick up and drop off times are the first part of being independent. No matter what age your child is, we expect that they:

- Walk into school
- Carry their own bags and belongings
- Say goodbye to parents and separate
- Organise their belongings in a tidy manner in their cubby or locker





All teachers will be present at pick up and drop off times so that you can share any urgent messages, or quickly discuss questions or issues. All teachers are always happy to help, so if you need a longer discussion with them, please do make an appointment.

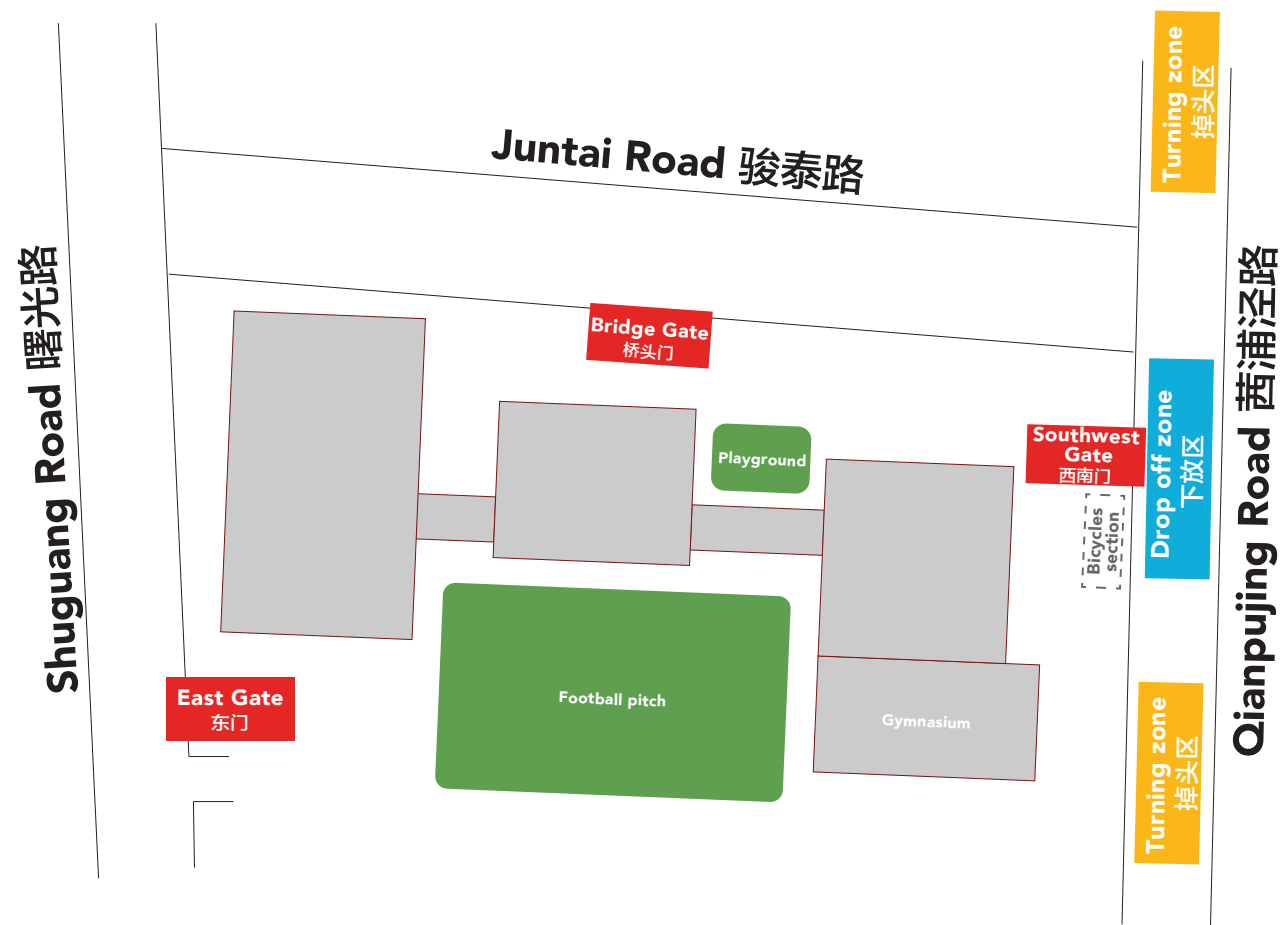
We cannot supervise children in school beyond the school day, therefore we kindly request that children do not arrive in school before 8:00, and are picked up promptly at the end of the day. Repeated late pick-ups may jeopardise your child's place at the College.

### Key Stage 1 (Years 1 and 2)

Beginning at 8:00, you can drop your child into the Y1 or Y2 playground with their school bag and belongings, where our staff will be waiting for any crucial handover messages. On very wet or high pollution days, please do come straight into the setting via the corridor. At 8:10, children will line up and the teacher will escort them to the classroom for registration. Please say goodbye to them at this point – we ask that you do not follow them up the corridor, or interfere with their independence.

KS1 children can be picked up at 15:30 on the Y1 or Y2 playground. KS1 children who take the bus will be escorted by a member of staff to the bus stop.

## TRAFFIC AROUND CAMPUS



As the College grows, the traffic around the campus will become busier. We have worked out a traffic flow system, and request your kind cooperation in order to allow everyone safe access to the school.

Aggressive driving or angry outbursts will not be tolerated.

## BICYCLES

Children who live close to the College may choose to ride their bicycles to school. There is a small bicycle park for primary children next to the guard house, on Qianpujing Road. Please use this gate when arriving at the campus on bicycle, and disembark going through the gate.

## LATE ARRIVALS

Punctuality is a valued virtue at Dulwich College Shanghai Puxi, and our registers close promptly at 8:25. Children who arrive after this time will be required to report to the reception desk to be registered. To keep your child safe, it is important that this protocol is followed, as we must have complete registers in the case of fire or evacuation.

Parents of children who are persistently late will be required to attend a meeting with the Head of Primary.

## EARLY LEAVE

If children are required to leave early to attend appointments, please let your class teacher know in advance so that an early leave slip can be arranged. Early leavers can be picked up at the reception desk, where their slip must be signed before leaving campus. You will not be allowed to leave campus with your child without this slip.

## LEAVING WITH OTHER PARENTS

Please let class teachers know if someone else is picking your child up, so that a permission to leave slip can be arranged. Your child will not be able to leave campus without this slip.

## ATTENDANCE

Attendance is taken twice daily. All absences must be emailed to the Class Teacher before 8:00 in the morning and parents must call DUCKS Reception staff on 021-3329 9400 to report absence. Parents of any child who is absent without reason will be contacted by the school.

Research shows that there is a strong correlation between children's attendance at school, and their academic achievement. We expect that students will maintain a minimum attendance rate of 95% and above in order to make the most of their opportunities at Dulwich. Students should not miss more than 10 days of school per year. Persistent student absence is not looked upon favourably by the College.

## ASSEMBLY AND THEATRE EVENTS

Parents in Key Stage 1 and Key Stage 2 are welcome to attend assembly on Fridays, and other performances and events throughout the year. We take pride on our children's etiquette, and ask that, when attending any events in the theatre, you model the following appreciative behaviours:

- Dress appropriately. Our children and staff wear blazers and full uniform on Fridays. It is a formal occasion in the College
- Arrive on time – you will not be admitted once the assembly or event has started. You will be welcomed into the theatre once all the children are seated and ready
- Take your seat quietly. Parents are welcome to sit at the right hand side, or on the top tier
- Do not use phones or technology during the assembly or event
- Be a polite audience. Please do not talk during any theatre event. Please participate warmly when invited to do so
- Stay until the end – please allow children to exit the theatre first

## BIRTHDAYS

We love to celebrate our children's birthdays, and really embrace the opportunity to celebrate in our community. We welcome birthday acknowledgements in the following way:

- Cupcakes are easier than cake for the teacher to manage. Please also remember to send napkins, and consider any children in the class who have dietary requirements. We have a strict no-nuts policy
- Our admin team are happy to help – please let them know when you will be dropping the cupcakes off and they can bring them to the classroom
- The teacher will take pictures and post in our community news on the newsletter
- In order to minimize disruption to the school day, please do not send gifts, balloons or anything else for the children







Learning in the  
Key Stage 1

# THE CURRICULUM

Children in the Key Stage 1 follow the UK national curriculum for core and foundation subjects:

- English
- Maths
- Science
- Computing
- Humanities

Mandarin is also an additional core subject, and follows three pathways:

- Chinese as a Native Language
- Mandarin as a Second Language
- Mandarin as a Foreign Language

We also offer a bespoke curriculum for:

- SE21 (STEAM and Entrepreneurship in the 21st century)
- Service and Sustainability
- Wellbeing

Through our curriculum, our children develop a number of metacognitive learning skills:



These are pre-IB learning skills, and support the pathway to the IB learner profile.

We offer a number of specialist lessons:

- Library
- Music
- Sports
- Mandarin

## DUAL LANGUAGE

Children in the Early Years and Key Stage 1 acquire both Mandarin and English through our Dual Language approach. 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 with both linguistic and cognitive advantages. The Dual Language approach at Dulwich is based on the principle of additive bilingualism; children acquiring English and/or Mandarin in addition to their home languages. The aim of the Dual Language approach at Dulwich 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.

All children will be exposed to both English and Mandarin every day through their learning experiences, and adult led Dual Language sessions. In the Early stages of Language acquisition, to help children to acquire the second language, teachers will use a range of strategies to support language acquisition including simplified and repetitive speech, contextualized language, gestures, and continual checking of understanding.

## ENRICHED CURRICULUM

We pride ourselves on the number of unique opportunities that are offered at Dulwich College Shanghai Puxi, and we aim to create a rich and varied tapestry of experiences for all of our learners. Our Topic based approach to learning allows our children to contextualize their knowledge and understanding, and is enhanced by a range of challenges and projects, brought to life by visiting experts, field trips, and collaborative partnerships.

## RESIDENTIAL VISITS

All of our Students, from Toddler right up to senior school, have the opportunity to learn outside the classroom.

Our children in Y2 have their first opportunity to stay away from home with the much-anticipated sleepover in the school. This helps to prepare them for a longer residential visit when they move into the junior school.

All children from Y3 – 5 participate in a longer residential visit programme – our China focus week, based a few hours away from Shanghai. This is an important time for them to bond, and uncover hidden strengths and talents. We also use this opportunity for our children to develop their cultural appreciation of China, and each visit will have a cultural aspect.

## CO-CURRICULAR ACTIVITIES

We want every child to have their passion ignited, and to explore their true self. The co-curricular activities programme is designed to allow children to have a broad pallet of experiences in sports, the arts, public speaking, science, sustainability and more.





CCA bookings and payment for external providers are managed on the School's Buddy app. All new parents will receive an email from Schools Buddy to register your child and then sign up for CCAs.

For more detailed information about the specific CCA programme opportunities for your child, please attend our CCA Fair at the beginning of Term 1, or visit our school website, or email Ms. Stewart at [grace.stewart@dulwich-shanghaiminhang.cn](mailto:grace.stewart@dulwich-shanghaiminhang.cn)

### CCA Registration

Schools Buddy is the website that Dulwich College Shanghai Puxi uses for all CCA (CoCurricular Activities) listings and student registrations. The site is updated prior to the launch of each Term's CCAs and parents will be informed of registration windows. Registration for CCAs is via the Schools Buddy site only and all new families in Year 1 and upwards will receive an email to register your child with Schools Buddy prior to the CCAs launching for the term.

## STUDENT COUNSELLING

We have our university counsellor, as well as a therapist from one of our external health partnerships. Children in the primary school are referred to the counsellor with parental consent for short blocks. For longer, extended counselling, there may be a cost attached to this. Your class teacher, along with the Assistant Head of Primary, will support you with this journey, and keep you informed at all times.



## ADDITIONAL EDUCATIONAL NEEDS

The College can provide support for children with mild or moderate additional educational needs. Again, it can be very common for children to have needs related to their speech and language, or physical development. This can have an impact on their academic progress, and so the College welcome open partnership with parents so that children with emerging needs can be offered the right pathways and interventions.

## ENGLISH AS AN ADDITIONAL LANGUAGE

We define EAL learners as any children for whom English is not their mother tongue. This covers a broad spectrum, from children who are just beginning their English Language Learning journey, to children for whom the second language English is so proficient, it's hard to tell that they aren't native speakers. As such, we offer a huge range of support, depending on your child's specific needs. Our EAL team keep a tight overview of the language needs of all children in the Key Stage 1, and ensure that each child receives the correct level of support:

- Intensive English
- Transition English
- In-Class EAL Support
- Teacher Differentiated Support

## ASSESSMENT AND REPORTING

In order to have a clear and wide view of what your child knows and understands, teachers undertake 4 assessment points each year.

For children in Key Stage 1, assessments may take the form of tasks, tests, or observations of their learning. Each year group has a defined set of age related expectations that children are expected to meet by the end of the academic year. Our assessments help us to determine their progress against these expectations, and help teachers to plan their coverage appropriately.

Below is a summary of the various tests that Key Stage 1 children take throughout the year:

Assessment Tool	Frequency	Purpose	Year Group
GL Progress in Maths (PTM) online	Annually	To determine a child's aptitude	Y2
GL Progress in English (PTE) online			
GL PASS (Pupils' Attitudes to Self and School) online		To gather information about a child's feelings and attitudes towards school in general	
Test Base Maths	Termly		Y1 and Y2
Spelling, Punctuation and Grammar Test	Half-Termly	To determine a child's attainment related to curriculum content	
Extended writing assignment	Half-Termly		

## REPORTING TO PARENTS

All parents will receive a termly report, where you will be informed of your child's progress, whether or not they are on track to achieve the end of year expectations, and their learning targets for the term ahead. You will also receive a summary of their development of their learning skills.

After receiving your report, parents are invited to attend a parent, teacher consultation meeting, in the autumn and spring terms.

You do not need to wait for PTCs – if you have any concerns, and would like to speak with your class teacher, please do feel free to make an appointment. We are always pleased to help.

## HOME LEARNING

The College will use home learning to extend and consolidate learning, for revision, for research and to enable and encourage parents' involvement in their children's learning. We do not believe that children should be spending hours and hours on





tasks for the sake of it, so we will only set home learning when there is a clear purpose and intended impact on your child's learning. We also believe that home learning includes music practice, sports practice, and any other activities that your child does outside of school. Home learning also includes the development of cultural literacy, such as museum visits, or concert experiences.

We aim to promote a good balance of school life and family life, and encourage parents to think carefully about the amount of scheduled time your child has outside of school, particularly for younger children.

In addition to any home learning tasks set, all children in the Key Stage 1 are expected to read on a daily basis. This can be as part of an activity set by a teacher, or general reading for pleasure.

### Key Stage 1

As children become fluent readers and confident writers, home learning in Key Stage 1 will become more formal and scheduled, consisting of short activities that will include:

- Regular reading tasks and comprehension questions to discuss (in both English and Chinese)
- Spellings (in both English and Chinese)
- Punctuation and Grammar work
- Talk tasks for writing and maths
- Maths mental arithmetic work
- Maths consolidation work

As in school, children in Key Stage 1 should spend no more than 20 – 30 minutes per evening on a home learning task, unless they are particularly enjoying an activity. If your child is struggling to complete a task, please do email the teacher to let them know. They might need a little more instruction, and your class teacher will make sure that this is followed up on.

### Learning Challenge Home Learning

In the Key Stage 1, the children will explore topics through a series of challenges. These are intended to support the development of the inquiry skills, and all pupils are encouraged to undertake their own, independent inquiry as part of any topic. Your child will be issued with a learning log project book. The class teacher will provide a matrix of challenges, and children are welcome to complete as much or as little as they like. They are also welcome to set their own challenges. AT the end of the topic, pupils are invited to share their Learning Challenge Home Learning with the class at the topic celebration event. Home learning completed can count towards their learn to learn awards.

Parents are warmly encouraged to get involved in Learning Challenge Home Learning – it's a fantastic way to deepen your child's knowledge and understanding of subjects, and to enhance their cultural literacy.







## Student Wellbeing

# MEDICAL

Our medical center is staffed by two fully qualified, bilingual nurses, and can be accessed by students throughout the day. Our medical team also provides support at school functions and events.

The center offers the following services to students, in accordance with local laws:

- General advice to parents
- Care plan preparation for students with identified medical needs
- Handling medication (storing and dispensing)
- Treatment of minor injuries
- Infection control and documentation
- Life preserving measures in the case of a serious emergency

In the case of a serious accident, the student (with one of the nurses) will be evacuated to the nearest hospital. The parent will be contacted and asked to meet their child at the hospital.

Each time your child visits the medical center, a record is kept on our central system. You will receive a notification from the nurse if she has treated your child.

Parents are requested to cooperate with the school guidelines on handling medicines:

- All medication, no matter how general, must be dispensed from the medical center
- Medicines must be handed in to, and collected from the center by an adult. For bus children, this can be the bus ayi
- All medications must be clearly marked with a pharmacy printed label, and state the child's name, class and dosage
- Parents are responsible for replacing out of date medications that require long-term storage. This date must be stated on the student's care plan

Parents are requested to cooperate with the following protocols:

- If requested, please collect your child from the medical center in the case of illness
- Please follow the nurse's recommendation for time off school
- IN the event of contagious illness, please support the school temperature taking and hand washing requirements

The College places high importance on the health of the students, and it is the responsibility of all members of the school community, parents and teachers alike, to keep children healthy. For this reason, we would ask that any students who are ill stay at home. Parents can further support the school and the safety of other students, by taking your child's temperature before leaving home in the morning, and carrying out regular check on their general health.

All students entering the College are expected to have medical insurance coverage. Fees for a student's medical treatment are to be paid by the parent. The College will not assume medical expenses.



## ACCIDENTS

Most children will have an accident at some point during their time at school. This is part of growing up, and a way to build resilience. If a child has an accident at school, they will be treated by the school nurse.

Please be advised that all children who visit the nurse will have a treatment record emailed home. As a precaution, teachers will take children in younger year groups to see the nurse for any complaint, no matter how minor. Many of these cases do not require follow up from parents, and the record that you receive is for your information only.

Please see below for classification of incidents, along with what you should expect in terms of communication and actions from school.

Minor Incident	Things that will easily heal: <ul style="list-style-type: none"><li>Cuts and scrapes</li><li>Bruises and bumps</li><li>Tumbles</li><li>Sprains or pulled muscles</li></ul>	Communication from school will be an email from the school nurse. You do not need to follow up on this
Moderate Incident	Things that may require medium-term treatment and monitoring: <ul style="list-style-type: none"><li>Cuts that need stitches</li><li>Broken bones</li></ul>	<ul style="list-style-type: none"><li>Communication from school will be a phone call from the nurse, followed by an email.</li><li>In the instance that parents cannot pick up, and hospital treatment is required, a member of staff will travel to the hospital with the child</li><li>You will receive an email from the class teacher.</li><li>There will be an acci-dent investigation. You will be advised of the outcome</li></ul>
Major Incident	Things that threaten life, may result in long term disability, or require emergency hospitalisation: <ul style="list-style-type: none"><li>Concussion or loss of consciousness</li><li>Internal or significant external bleeding</li><li>Loss of airway</li></ul>	<ul style="list-style-type: none"><li>Communication from school will be a phone call from the nurse</li><li>The nurse will com-municate with the hospital</li><li>A member of the Col-lege Leadership team will travel to the hos-pital with the child to meet parents</li><li>A full investigation will be launched</li><li>The DCI executive team will be fully briefed</li></ul>

If you receive a record from the nurse for a minor incident, please do not contact the nurse to ask about how it happened, or ask them to investigate. This may interfere with their job of looking after the health needs of the College.

If you have a concern about repeated trips to the nurse, please contact your child's teacher to discuss this further.

## SUN CREAM AND MOSQUITOS

We train our children to be independent with their care from the youngest age, and all students at the College are required to apply their own sun cream and mosquito repellents. Please teach your child how to do this at home. You may wish to apply a long lasting treatment in the morning before travelling to school, which can be topped up by your child throughout the day.

You can send sun cream and mosquito repellent to school in your child's bag. Teachers will remind children to use this throughout the day, but will not encourage them to use creams that belong to other children.

Please ensure that any mosquito repellent is child friendly, and free of harmful chemicals.



## COUNSELLING

The College provides access to a counselor to support pupils' wellbeing and mental health. Students in the senior school can choose to drop in to the counselor when they choose.

For Key Stage 1 students, access is by referral only, and parents must provide consent for this. School will begin a dialogue with parents of any child they believe may benefit from access to the counselor.

Children in the Key Stage 1 are entitled to a block 4 hours of counselling. We may make a specialist referral if long term, extended counselling is required.

## EXTERNAL AGENCIES

Many children from time to time throughout their development can require a little bit of extra support. This may take the form of speech therapy, occupational therapy, or physical therapy. We are very happy to work with a number of external agencies, and do our best to accommodate these sessions in school. Mr. King, our Additional Educational Needs Lead, will work with parents of any child who we feel may benefit from support from an external agency.

## SLEEP

All students at the College are expected to come to school well rested, and ready for learning at their best. We recommend that children get around nine hours sleep per night as a minimum.

## SAFEGUARDING

Dulwich College has an excellent reputation for extremely high standards for safeguarding children, and our schools are regularly used as an example of best

practice amongst international schools. Every adult who works on our site is trained in safeguarding children and young people, and our College is audited every year.

If you have any safeguarding concerns about a child at school, please speak to Mrs. Haslett or Mrs. King.

For more specific information about safeguarding at Dulwich College Shanghai Puxi, please see our safeguarding policy.

## SECURITY

The College has a 24-hour security service, and CCTV throughout the campus.

Everyone, except for students in uniform, coming on to the campus is required to wear an official Dulwich security lanyard and badge.

Visitors to the College will be asked to sign in and confirm they have read the College Safeguarding statement. Visitors with an appointment will be met at the school gate by a staff member, or directed to reception by a guard. Visitors without an appointment cannot enter the campus until their ID has been verified and approved. They will also be asked to show a form of identification.





## AQI

Our policy is based on keeping students and other members of our community as safe as possible, and therefore focuses on the level of PM2.5. Our policy is in line with many other international schools in Shanghai. When making a decision about what is appropriate action due to that day's air quality, both the AQI and the PM2.5 will be taken into consideration, the higher reading according to the table below being used to determine the action to be taken. For example, if the AQI reading is 115, but the PM2.5 is 78, then the action will be from the Purple category.

DULWICH COLLEGE SHANGHAI PUXI AIR QUALITY INDEX RESPONSE				
AIR QUALITY			ACTIVITY TYPES AND RECOMMENDATIONS	
Air Quality Index (PM2.5)	Air Quality Index (AQI)	Air Quality Level	Health Implication	Outdoor Activity
0-12	0-50	Good		
13-35	51-100	Moderate	Air quality is acceptable, however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution.	Unusually sensitive students and adults should limit intense physical activities.
36-55	101-150	Unhealthy for sensitive groups	Members of sensitive groups may experience health effects. The general public is not likely to be affected.	Students should increase rest periods and substitutions to lower breathing rates. Students and adults with respiratory problems should be wearing a mask.
56-100	151-174	Unhealthy	Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects.	Intensity level and duration of student activities should decrease, while rest periods and substitutions should increase to lower breathing rates. Students and adults with respiratory problems should stay indoors.
101 and Above	175 and above	Very unhealthy	Everyone with asthma or respiratory problems, all students, and older adults should stay indoors. Younger adults without respiratory problems should restrict outdoor activities (not to exceed one hour) and avoid prolonged or heavy exertion.	All students and adults should stay indoors. Masks recommended to be worn outside by students and adults. Reschedule or relocate event indoors.

## FIRE DRILL AND EVACUATION

In order to prepare for emergencies, there will be a number of fire drill, evacuation and lock down practices. This can take place at any time of the school day, and involves every child and adult on campus.

## EMERGENCY CLOSURES

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 taken at times of inclement weather or other emergencies.

### Prior to the school day:

- In the case of important Government events, the College is usually given warning via the Education Commission
- The Head of College will ensure that all parents and staff are notified via email, and a message will also be placed on the school 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 staff are notified, and a message will be placed on the College website
- At all times when the College building must be evacuated, all children and staff shall exit the building 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 School 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.

### Partial Closing of School:

Shanghai Education Commission has strict guidelines and protocols on managing outbreaks of infectious illness. As our younger children can be particularly susceptible, occasionally we may be required to close classes or parts of the school. In this instance, we follow the guidance of medical professionals, and will inform parents about any closures that may affect their children as soon as possible.

### 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 class teacher 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 subside before coming to the College.





## Pastoral Care

## VALUES

We are incredibly proud of our College Values, and work hard through the year to ensure that these are instilled in our students, and that they have opportunities to develop their values system. Our offering to students is much more than academic skills and knowledge, and we actively promote the development of character. We believe that all members of our College should aspire to the following values:

**Aim High,  
Work Hard,  
Be Kind and Respectful,  
Make a difference.**

## ROLE OF THE CLASS TEACHER

While all teachers at the College play a role on the pastoral care of children, the role of the class teacher in the Key Stage 1 is pivotal for managing their student's development throughout the year. The class teacher should be the first port of call for any concerns that parents may have about their child, and we place huge importance on the relationship between the class teacher and parent.

## DUTY OF CARE (INCLUDING TRAVELLING PARENTS AND SUPERVISION)

When your child is with us, we assume duty of care for them, and have the highest expectations for their safety and wellbeing. Duty of care begins when your child is handed over to any member of staff at the College, and ends when we hand them back to a parent or designated guardian. This shared responsibility between school and home works best when there is clear communication. We understand that in our international context, many of our parents travel regularly for work, and we request that class teachers are kept informed of times when parents will be away from home, and that emergency contact information is provided.

When you are on campus attending an event, once your child is handed over to you, you are responsible for supervising them in school. All students are expected to



maintain the same standards of behaviour that they exhibit when they are with their class teacher, and that their conduct is monitored closely.

## STUDENT BEHAVIOUR AND CONDUCT

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The College aims to develop a welcoming and caring environment where relationships are based on respect. Our staff are committed to maintaining high expectations of student conduct at all times. This ensures the happiness and wellbeing of all students while they are at school and develops key social skills that will stand them in good stead throughout their lives.

The Key Stage 1 promotes a restorative approach to behaviour, where by children are encouraged to think of good choices. If a child does not make a good choice, they are given the opportunity to reflect on the consequences of their actions and identify alternatives for future situations. It is important that students who have not made good choices are given an opportunity to make amends, and are encouraged to do this during their reflection time. By emphasising that our behaviour and choices impact on others, we believe that this supports our children as they grow into young adults, and global citizens.



The College has an anti-bullying policy, and defines bullying as the persistent desire to hurt others. This can be verbal, psychological, or physical. It is a term that must be used advisedly, as bullying specifically occurs over time. The College is keen to identify early any signs of bullying and students are encouraged to tell a teacher, parent or friend. All incidents are taken seriously and logged on the school system. Appropriate action is taken to help both the victim and the perpetrator.

At Dulwich College Shanghai Puxi, every child has the right to a positive and safe learning environment. If a student's behaviour falls below the expected standard without improvement over time, they will be placed on a daily report. Failure to improve in the long term may result in a fixed term exclusion from the College.

## MANNERS

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We attach great importance to courtesy, integrity, good manners, good discipline and respect for the needs and property of others. Once our children are welcomed into the College, they become young Dulwich ladies and gentlemen. They join an organisation with 400 years of British tradition and heritage, and as such, are expected to exemplify the highest standards of etiquette. As Dulwich ambassadors, we encourage all our children to project beautiful manners, and we work hard throughout the year to model our expectations, and acknowledge students who are courteous and polite.

## BUS CONDUCT

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The bus service is a privilege, and an extension of the school day. The same behaviours that are expected in school are expected on the bus. Students who fall below these expectations may have their bus privileges revoked.

When using the bus service, students must:

- Be at the bus stop 5 minutes before the pick up time
- Wear a seat belt at all times
- Stay seated throughout the journey
- Not engage in anti-social activities such as listening to loud music
- Be polite and courteous to the bus staff

If the bus arrives late to school, this will not affect student punctuality or attendance records.

## HOUSE SYSTEM

Each student in the Key Stage 1 will become a member of one of the College's four houses: Earhart, Shackleton, Yung and Song. They are sorted during a magical ceremony at the beginning of the school year by the Head of College and the Puxi Sorting Hat. Students participate in a variety of sporting, academic, musical and fun activities as members of their house. House events take place during the school day at regular intervals throughout the year, and participation in these events forms a year long house competition.



## TRANSITION AND SPEECH DAY

We give careful consideration to a child's journey through our school so that they are supported along the way. Once we accept a student, their transition into the College begins. Our children are welcomed with a personal from their new teacher, who will have received information about their academic and pastoral records, and any additional information that they might need, in order to plan for their year ahead. A number of factors are considered each year to ensure that pupils are carefully matched with teachers and cohorts that will best ensure their success.

At the end of the academic year, all parents are invited to attend the College Speech Day, which is a celebration of the year completed. Parents of children in Y2 and Y6 are also invited to a special graduation event.





College Services

## RECEPTION DESK (INCLUDING LOST PROPERTY, INFORMATION, APPOINTMENTS) PHONE: 021-33299400

The reception desk is the first port of call for all school related information. Please speak to the staff, who are more than happy to help you with:

- Reporting absence or recording late arrivals
- Leaving school early
- Lost property
- School events
- Workshop venues
- Making an appointment with Mrs. Haslett or Mr. Pickhaver

## UNIFORM SHOP

The uniform shop is open daily between 8:00 and 16:30 and is located in the main building, opposite the admissions office.

## LIBRARY

There are three libraries in the school, serving Early Years, Primary and Senior school. Pupils can borrow up to three books at one time on their account. Parents are welcome to drop in and borrow books for themselves, or to visit the library with their during the following hours: 8:00 – 16:30.

Please support the following rules when visiting the library:

- No eating or drinking in the library
- Please supervise children closely – this is a quiet space
- Respect the furniture and books

The library staff encourage students to develop a responsible use approach to borrow books, however if a student misplaces a book, the following procedure is put into place:

- An overdue reminder
- An email to parents to advise that the book has not been returned
- A bill for the cost of replacing the book, plus the shipping expenses

Parents can then opt to purchase the book themselves, or provide the College with the funds to purchase a replacement.

## STUDENT LUNCH CARD

SchSchool Lunch is provided by Sodexo and is compulsory for all students.

Lunch Costs	Term 1	Term 2	Term 3	Total
DUCKS	2,560RMB	1,696RMB	1,536RMB	5,792RMB
Junior School	2,640RMB	1,749RMB	1,584RMB	5,973RMB
Senior School	2,880RMB	1,908RMB	1,728RMB	6,515RMB

Senior School students – please charge extra money every term for your child to purchase snacks from the café.

## ADMISSIONS

[admissions@dulwich-shanghaiminhang.cn](mailto:admissions@dulwich-shanghaiminhang.cn)

Our Admissions team is here to help you prepare and settle into College life. Throughout the year they will contact you to update family documents and ensure that your child can be re-enrolled in the following academic year.

Should you choose to leave the College, you must email them in accordance with our annual withdrawal dates (15 October, 31 January, 1 April) or financial penalties may occur.

If you are requesting written references or transfer forms from class teachers, please do copy the Admissions team so they can assist you with this task.

## FINANCE

Our Finance team will email you for billing each term, or annually, per your preferred payment schedule. School trips or ticketed events can all be paid to our Finance office. [finance@dulwich-shanghaiminhang.cn](mailto:finance@dulwich-shanghaiminhang.cn)

## BUSES

Students from 3 years old can take the school bus.

For more information about our buses, email:

[schoolbus@dulwich-shanghaiminhang.cn](mailto:schoolbus@dulwich-shanghaiminhang.cn)

or call 021-3329 9449. Please open the link to register for our bus service:

<https://dulwichshanghaiminhang.mikecrm.com/FLc9wwq>







## Parent Conduct

## PARENT SUPPORT

We consider the whole family when we offer a place to any student at Dulwich College Shanghai Puxi, and consider our families to be very much a part of our community. It is the College's expectation that all parents will:

- Do all you reasonably can to ensure your child participates in full in the activities of the College
- Do all that you reasonably can to ensure your child is punctual and dressed in the full and proper school uniform
- Do all that you reasonably can to ensure that your child works diligently, is well behaved and complies with the College Rules
- Do all that you reasonably can to ensure your child attends school more than 95% of the school year
- Encourage your child in his/her studies and give him/her appropriate support at home
- Tell us about your child's medical conditions and any support or extra care they need - anything that affects your child's welfare, safety or happiness. The more you tell us, the more we can help your child to succeed

## ON CAMPUS

We consider the whole family when we offer a place to any student at Dulwich College Shanghai Puxi, and consider our families to be very much a part of our community. When on campus, we expect that our families will model the same behaviours and expectations as our staff, including:

- Appropriate dress and presentation
- Manners and respect for everyone in our community
- A friendly welcome, and positive relationships
- Our commitment to keeping children safe

## TOILETS

For safeguarding purposes, there are clearly designated toilets for adults and students all around campus. Please check signage carefully, and do not use student toilets, or take children into adult toilets. If you are unsure of which toilet to use, please ask the staff at reception.



## PARENT INVOLVEMENT

We love when parents get involved in school life, as it helps to secure the effective partnership between school and home that is so crucial to your child's success. There are many ways that you can immerse yourself in College life, from the occasional visit, to regular volunteering.

## CLASS PARENT REPRESENTATIVES

Parent reps are a fantastic support for our class teachers, and help us to welcome all parents into the community. The role of the parent rep is:

- To be an advocate and ambassador for the school
- To provide a bridge between the class teacher and the parents in each class community
- To support class teachers with events
- To support parents who are new to Dulwich College Shanghai Puxi
- To provide termly feedback to the College Leadership Team on behalf of your class

If you are interested in becoming a class rep, please let your teacher know at the beginning of the academic year.

## FRIENDS OF DULWICH (FoD)

Friends of Dulwich is a volunteer parent organization that provides a focal point for the school community. It serves as a fundraising vehicle for agreed charities. All parents are automatically members.

Class representatives facilitate communication between class teachers and parents in relation to volunteers for class or special events. The Friends of Dulwich also facilitate social interaction amongst families in the school community. Activities include the Welcome Back BBQ, Winter Ball, and Founders' Day. In addition to this, FoD support sporting events, coffee mornings, and parent support groups.

The FoD committee is open to new members. They meet monthly in the FoD room. Minutes are available for all parents to view. The FoD committee is open to new





members. Please email [headofcollege@dulwich-shanghaiminhang.cn](mailto:headofcollege@dulwich-shanghaiminhang.cn) to register your help.

## PARENT VOLUNTEERS

We have so much expertise in our community, and we love to welcome our parents to be part of our learning journey. All contributions of time, no matter how small, are appreciated by staff and students.

If you would like to be a parent volunteer, please let Mrs. Leonard know. All volunteers must undergo safeguarding training before working with children. Regular school volunteers must also provide a police check.

## SOCIAL MEDIA AND THE USE OF PHOTOS/VIDEOS

As part of our safeguarding procedures, parents are not permitted to take pictures or videos when in school, with the exception of performances, special events and sports events. Parents are explicitly requested not to take any pictures or videos of our teaching staff without their knowledge or permission. And please never photograph and use photos of other peoples' children on your social media accounts without permission from the child's parent.

Teachers can not engage with parents on social media. Any parent utilising social media in order to targets students, damage the reputation of the school, or admonish members of staff will be asked to leave the College.

## THEATRE ETIQUETTE

Our theatre is a beautiful performing space, and we encourage our children to develop professional performance standards. When attending an event in our theatre, please be aware of the following:

- Late comers will not be admitted once a performance has begun



- Late comers will need to wait outside for an intermission in the performance
- Mobile phones are not permitted during performances
- Food and drink must not be consumed in the theatre
- When attending a performance, you are expected to stay for the duration. Please plan your time accordingly
- Warm applause are greatly appreciated. Talkers are not, and will be asked to leave if they are disturbing a performance
- Not all performances are suitable for young children – please respect the College guidance on audience invitation

## GIFT POLICY

All staff at Dulwich College Shanghai Puxi are forbidden from accepting any gifts from parents, and to do so may be considered a bribe, and against the law.

At the end of the school year, a lovely message to your child's teacher is worth a thousand gifts!

## SECURITY

The security team are here to ensure the health and safety of everyone on campus. Please cooperate with their requests.

Aggression towards any members of staff, whether physical or verbal, will not be tolerated, and may result in a ban on school premises.

## TEACHER MEETINGS

Your class teacher is the first port of call for any concerns you may have about your child. They are always happy to engage with all parents, via email or in a face to face meeting. Please allow 24 hours for teachers to respond to emails.

In order to be an active support partner in developing your child's learning, all parents must attend parent teacher conferences two times during the year.

## TRANSLATION

There is no formal translation service available at the College. We will do our best to support your language needs during meetings, workshops and events, however we cannot guarantee that there will always be a member of staff available to translate. Parents are welcome to bring their own translator to school.

## EVENTS AND OTHER FAMILY MEMBERS

Whether it's sports day, the Christmas play, or just a time when family are visiting Shanghai, we are always glad to meet extended family members and welcome them to campus. Please ensure that you have permission from the Head of School when inviting family members to events, and that they are signed in at the guard station. Please share with them our expectations for conduct around the campus, particularly with regards to safeguarding students.

## SOCIAL MEDIA

Staff members will not engage with parents on social media. Any parent utilizing social media in order to targets students, damage the reputation of the school, or admonish members of staff will be asked to leave the College.







Communication

The College understands the importance of timely and effective communications, allowing parents to plan and support their child's activities. A number of communication tools are used to support this.

In order to actively engage with our community, it is important that you take time to read all communications from school.

## COLLEGE NEWSLETTER: THE DULWICH VOICE

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All parents will receive the College Newsletter every Friday evening during term time from: [communications@dulwich-shanghaiminhang.cn](mailto:communications@dulwich-shanghaiminhang.cn)

The newsletter contains key information, updates, events and dates of importance. It also includes lunch menus.

## CLASS NEWSLETTER

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All parents will receive a Class Newsletter every Friday evening from your child's class teacher. This newsletter contains more specific information about class learning news and activities that are specific to your child's class. For Key Stage 1 children, this can be accessed on the parent APP, Seesaw. For Early Years children, this newsletter is emailed out on Friday afternoons.

## SEESAW

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Learning moments are published regularly on the Seesaw app for Key Stage 1 children. This is a great way to keep in touch with your child's learning moments and success across the week, and to gain a deeper understanding of our curriculum. This is a two way communication tool, and we welcome your comments on your child's learning, and your pictures or videos of learning that took place at home.



## EMAIL

All communication between staff and parents pertaining to queries or concerns are sent formally via email. Teachers will not respond to requests on social media, and the Key Stage 1 Leadership Team will not respond to any concerns that have been raised on social media.

Please keep email brief and polite, and allow teachers and staff 24 hours to reply. All emails between school and parents are deemed to be confidential, and should not be shared on social media or with other parties.

## CALENDAR

The school calendar is published on our website, and outlines key dates for school holidays.







SCHOOL YEAR  
CALENDAR 2020-2021

Month	M	T	W	TH	F	SAT	SUN	Event
2020 August						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	
	31							
September	1	2	3	4	5	6		1 September: First Day of School - Term 1 5 September: School Day
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30					
October				1	2	3	4	1-2 October: National Holiday 1 October: Mid-Autumn Festival
	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		
November							1	4 November: Staff Professional Development Day
	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							
December		1	2	3	4	5	6	11 December: Last Day of Term 1 14 December - 1 January: Christmas Holiday
	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				
2021 January					1	2	3	4 January: First Day of School - Term 2
	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	
February	1	2	3	4	5	6	7	8 February - 19 February: Chinese New Year Holiday
	8	9	10	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	4	5	6	7	6 March: Possible additional School Day in case of unplanned College closure
	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	2 April: Last Day of Term 2 5-9 April: Spring Break 12 April: First Day of School - Term 3
	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			
May						1	2	1 May: Labour Day 3 May: School Holiday
	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	
	31							
June		1	2	3	4	5	6	14 June: Dragon Boat Festival 25 June: Last Day of Term 3
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30					
July				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	31		
Total School Days:				180			First/Last Day of Term	
Professional Development Day:				1			School/Public Holidays	
							Professional Development Day	

# **DULWICH COLLEGE**

| SHANGHAI PUXI |

**上海德威外籍人员子女学校（浦西）**

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