

DULWICH COLLEGE | SHANGHAI PUXI |

上海德威外籍人员子女学校（浦西）



Senior School

**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 TO THE SENIOR SCHOOL

Please may we extend a very warm welcome to Dulwich College Shanghai Puxi.

This is a vibrant and exciting school in which to be a student. Whilst the academic success of every student is at the heart of our concerns, life in the Senior School is incredibly busy and full of rich and exciting opportunities. The Senior School provides students with an inspiring curriculum that balances inquiry and creativity with a structured approach to developing the key skills and qualities that your child will need to graduate worldwide, and be ready for life beyond school.

Our aim is to sculpt independent, inquisitive, kind and caring young people who are connected to the world. Through our College values, '**Aim High, Work Hard, Be Kind and Respectful, Make a Difference**', our students learn that achievement comes through commitment and dedication to hard work, and effective collaboration.

Your child can look forward to a very personalised education experience where he/she will be respected as a valued individual and be well supported as he/she endeavours to experience our exciting range of opportunities on offer; from sports to the creative arts to technology - all readily available within the Dulwich curriculum.

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

In the meantime, we hope that the information provided in this parent handbook is useful and help your settle into College life. Please don't hesitate to contact us with any questions or concerns (in either English or Mandarin). We pride ourselves on our personal approach and look forward to getting to know you as a family.

Together with our Assistant Head of Senior School, Mrs. King and the entire senior school faculty, we warmly welcome you to Dulwich College Shanghai Puxi for the 2020 – 2021 academic year.

David Ingram
Head of College





Meet the Team

SENIOR SCHOOL LEADERSHIP TEAM

Senior Leadership Team	
Mr. David Ingram	Head of College headofcollege@dulwich-shanghaiminhang.cn
Mrs. Kelly King	Deputy Head of Senior School kelly.king@dulwich-shanghaiminhang.cn
Ms. Francine Hearn	Leader of Learning High School francine.hearn@dulwich-shanghaiminhang.cn
Ms. Charlotte Sneath	Leader of Learning Middle School charlotte.sneath@dulwich-shanghaiminhang.cn
Mrs. Marina Prozesky	IB Coordinator marina.prozesky@dulwich-shanghaiminhang.cn
Mr. Jonathan Haslett	Director of Creative Arts jonathan.haslett@dulwich-shanghaiminhang.cn
Mr. Tom Lee	Data & Tracking Lead tom.lee@dulwich-shanghaiminhang.cn
Ms. Grace Stewart	Director of Sport grace.stewart@dulwich-shanghaiminhang.cn
Mrs. Amber Zhou	Head of Mandarin amber.zhou@dulwich-shanghaiminhang.cn

SENIOR SCHOOL MENTORS

Year 7	Ms. Jessica Ivey Drama Teacher jessica.ivey@dulwich-shanghaiminhang.cn Mr. Jonathan Haworth Maths Teacher jonathan.haworth@dulwich-shanghaiminhang.cn
Year 8	Ms. Madeleine Barton Spanish Teacher madeleine.barton@dulwich-shanghaiminhang.cn
Year 9	Mr. Jack Temple Senior School English Teacher jack.temple@dulwich-shanghaiminhang.cn
Year 10	Mr. Rohan Amin Science Teacher rohan.amin@dulwich-shanghaiminhang.cn
Year 11	Ms. Aisling MacSweeney Science and Maths Teacher aisling.macsweeney@dulwich-shanghaiminhang.cn

SENIOR SCHOOL FACULTY

English	Mr. Jack Temple
Maths	Mr. Jonathan Haworth Ms. Aisling MacSweeney
Mandarin	Mrs. Amber Zhao
Spanish	Ms. Madeleine Barton
EAL (English as an Additional Language)	Mr. McKenna
Science	Mr. Rohan Amin Ms. Aisling MacSweeney
Computer Science	Mr. Tom Lee
Economics / Business Studies	Ms. Francine Hearne

History	Mrs. Kelly King Mr. Eamonn King
Geography	Mr. Eamonn King
Art	Ms. Charlotte Sneath
Music	Mr. Jonathan Haslett
Drama	Ms. Jessica Ivey
Physical Education	Ms. Grace Stewart Mr. Gavin Stanton
University Counselor	Mr. Martin Zarate
Learning Support	Ms. Natasha Dennis
Library	Ms. Amanda Stewart

COLLEGE CONTACTS

Administration of Senior School	Ms. Hilda Zhu 3329 9374
Main Reception	Ms. Ivy Zhu 3329 9398
Head of College	Mr. David Ingram 3329 9300
Executive Assistant to Head of College	Ms. Jerena Yu 3329 9326
Director of Business Operations	Mr. Gary Polglaze 3329 9301
Director of Admissions	Mrs. Wonnie Sayama 3329 9310
Director of Marketing and Communications	Mr. Piers Matthews 3329 9303
Bus Services	Ms. Tina Cao 3329 9449
Lunch Catering	Sodexo 3329 9398

UNIFORM

The College seeks to ensure the highest standards from our students. The correct wearing of the school uniform is one tangible example of students who have pride in selves and, by extension, pride in their school. At Dulwich College Shanghai Puxi, students are here to do the business of learning, and must dress accordingly. Our uniform is designed to reflect our traditional British heritage

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

GENERAL APPEARANCE

- 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
- Blazers on Formal occasion and part of winter uniform
- Students should be neatly groomed and conscious of clean hygiene
- Hair should be of natural colour and should not invite comment
- Any hair accessories should be simple navy blue
- Boys must be clean-shaven on all occasions and hair should be no longer than collar length
- Jewellery: earrings should be discreet and not invite comment. No body piercings should be visible
- No nail varnish should be worn
- Any make up should be discreet and natural in appearance

Daily Routines

Student Uniform Guide

Senior School Boys (Year 7 - Year 11)

Summer



White Short-Sleeved Shirt



Grey Shorts



Navy Striped Tie



Grey Short Socks

Black Leather Shoes
(Not supplied)

Winter



Blazer



White Long-Sleeved Shirt



Cotton/Merino Sweater



Grey Trousers



Navy Striped Tie



Grey Short Socks

Black Leather Shoes
(Not supplied)

Summer PE



PE Summer Shirt



PE Summer Shorts

White Short Socks
(Not supplied)

Swim Cap



Swim Shorts

Winter PE



PE Winter Jacket



PE Winter Pants



Leggings



Swim Cap



Swim Shorts

White Short Socks
(Not supplied)

Additional Items



Navy School Bag



School Cap



Gillet



Student Uniform Guide

Senior School Girls (Year 7 - Year 11)

Summer



White Short-Sleeved Shirt



Checked Skirt



Red Tie



Grey Knee High Socks

Black Leather Shoes
(Not supplied)

Winter



Blazer



White Long-Sleeved Shirt



Cotton/Merino Sweater



Checked Skirt



Red Tie

Grey Tights/
Grey Socks

Grey Trousers

Black Leather Shoes
(Not supplied)

Summer PE



PE Summer Shirt



PE Summer Shorts

White Short Socks
(Not supplied)

Swim Cap



Swim Suit

Winter PE



PE Winter Jacket



PE Winter Pants



Leggings



Swim Cap



Swim Suit

White Short Socks
(Not supplied)

Additional Items



Navy School Bag



School Cap



Gillet



WHAT SHOULD STUDENTS BRING TO SCHOOL?

- Laptop
- Water bottle
- Senior School Planner. One will be provided. If lost, students must pay for a replacement
- A pencil case with the following items: Blue, black, red pens, pencils, sharpener, eraser, ruler, glue, blunt nose scissors, coloured pencils, compass, protractor, Casio fx-82ES calculator.

LAPTOP GUIDELINES

At Dulwich College Shanghai Puxi we are committed to use technology effectively and constructively in lessons to further students understanding of the subject content and to develop student's ICT skills. In order for teachers to use ICT in their lessons, students from years 6-13 must bring their own devices to school as part of their everyday learning equipment. To ensure that student's will be able to use their devices as effective learning tools the following requirements and suggestions have been put in place:

Hardware Requirements:

- Laptop with full laptop operating system (Windows or Mac Os) (Tablet or iPad does not suffice)
- Capability to be connected to an external computer screen or projector
- Capability to connect to USB devices

Suggestions:

- Microsoft Surface
- Apple MacBook Air

Software Requirement:

- Microsoft Office Suite (including: Word, Excel, PowerPoint) for PC or Mac
- Antivirus software for Windows
- Music software similar to Garage band: Audacity for Windows laptops (free software)
- Video software similar to iMovie: Hitfilm for Windows laptops (free software)

PERSONAL ITEMS

Staff and students are expected to respect the property of the College and of others, and to take all reasonable measures to safeguard this property and their own personal items they bring to school. The College cannot accept responsibility for personal items brought into the College. Individuals have responsibility for their own belongings. Each student will be assigned a locker and lock where they can keep their belongings during the school day. Using these facilities keeps corridors free of trip hazards and keeps possessions safe. If a student loses their lanyard they will be expected to purchase an appropriate replacement. It is expected that each student use their locker and lock appropriately, keeping their locker neat and tidy and making sure their belongings are secure at all times. Mobile phones are not to be used during the school day and should be stored safely, along with other valuable items such as laptops, iPads, calculators, PE kit, etc.

SWIMMING

All students in the Senior School 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.

MONEY

There are only a few occasions throughout the year when students are asked to bring money to school. This is either for small cash payments or book fairs. Money that is brought into school should be placed in a small wallet, envelope or purse that is clearly labelled with the students' name.

LOST AND FOUND

To support students in looking after their personal belongings, we request that all items of clothing are clearly labelled with your child's name and class. Students are encouraged to take responsibility for their own items. Should a student lose something during the school day, they should inform their class teacher who will support them in looking for these items. If this is not successful, parents can contact the reception and check the lost property box located there.

THE SCHOOL DAY

8:00	Drop off
8:10	Registration
8:25	Morning lessons
10:20	Morning Break
10:40	Mid Morning lessons
12:30	Lunch
13:30	Afternoon lessons
15:40	Buses depart
15:40	CCAs start
16:45	Second buses depart (Tuesday, Wednesday, Thursday)

TIMETABLES

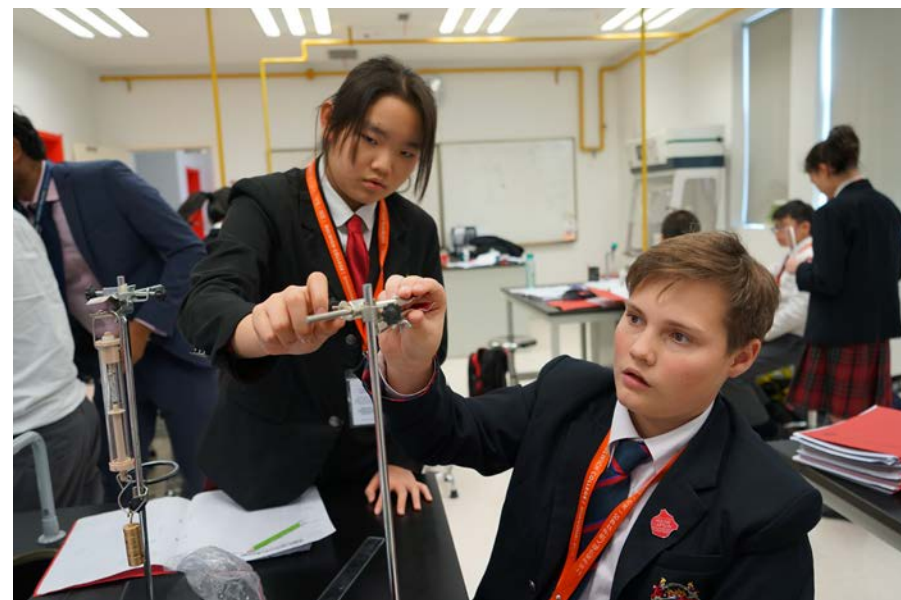
We believe that independence starts with each child organising themselves to come to school. We would like you to promote independence by asking your child to check their timetable each evening, and pack their bag in preparation for the day ahead, including any activities that they have.

PICK UP AND DROP OFFS

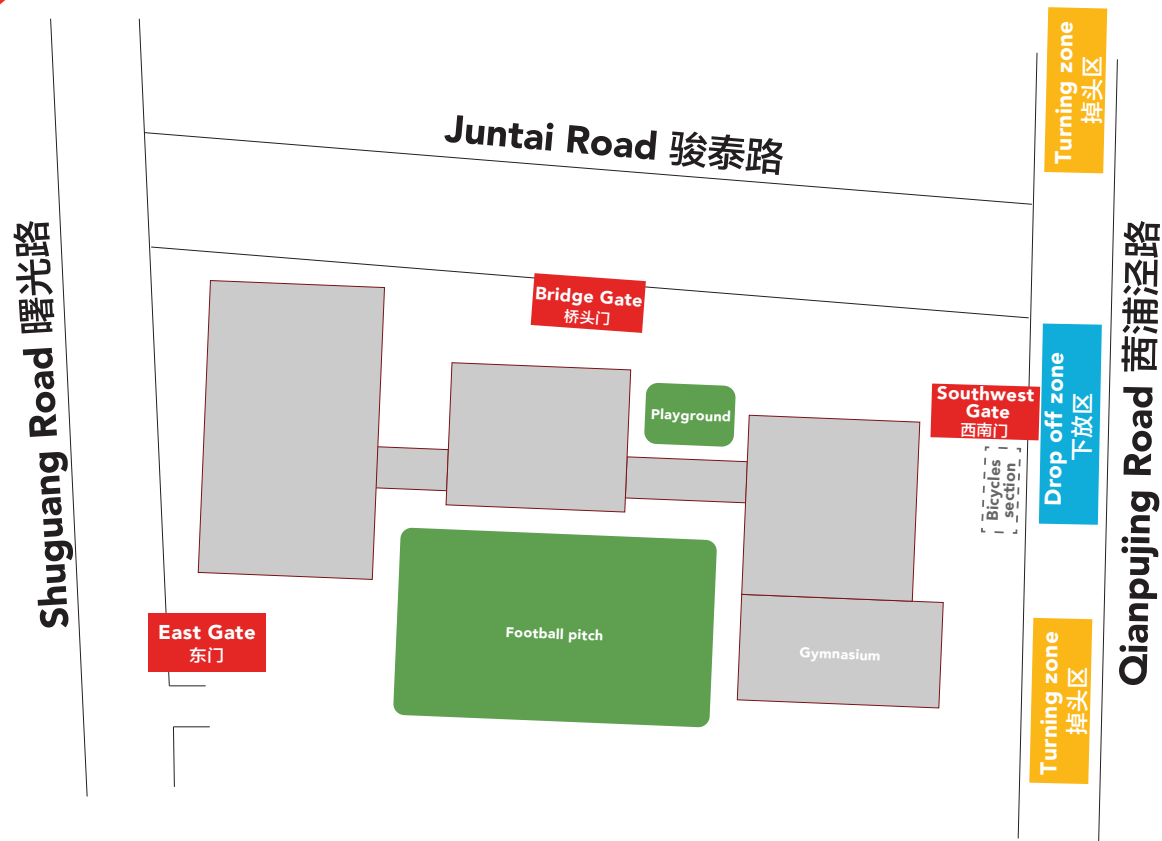
Pick up and drop off times are the first part of being independent. No matter what age your child is, we expect that they:

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

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. Students from Year 7 can leave the campus with the students cards.



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 bicycle park for children next to the guard house, at the Qianpujing Road entry to the College. Please use this gate when arriving at the campus on bicycle, and disembark going through the gate. Students must wear helmets when riding bicycles to and from school.

LATE ARRIVALS

Punctuality is a valued virtue at Dulwich College Shanghai Puxi, and our registers close promptly at 8:25. Students who arrive after this time will be required to report to the Senior School 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.

EARLY LEAVE

If students are required to leave early to attend appointments, please email the class mentor and the Senior School Administrator before 8:00 to let us know in advance so that an early leave slip can be arranged. Students will not be allowed to leave campus early without this slip, signed with approval.

ATTENDANCE

Attendance is taken twice daily. All absences must be emailed to the class mentor and the Senior School Administrator before 8:00 in the morning and with a follow up call to the Senior School administrator before 8.00am. Parents of any student 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.

SCHOOL LUNCHES

School lunches and mid-morning snacks in the café are provided by our catering partner, Sodexo. Sodexo is a leading catering provider globally and adheres to no nuts, no MSG, no palm oil. They serve fair trade coffee in the café. Menus are listed in the College Newsletter which is emailed to all parents every Friday evening from communications@dulwich-shanghaiminhang.cn

Prior to starting at the College, all students should prepare a Lunch Card. Lunches are nutritious and varied and all students have the choice of a hot meal at lunch time, with second servings for those needing extra energy. Daily options include Asian, Italian, traditional English and other global cuisine types. Sodexo also cater to vegans with daily options, as well as a healthy salad bar, toasted sandwiches, fruit and yoghurt.

BIRTHDAYS

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

- Cupcakes are easier than cake 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 – if you plan to deliver cupcakes please contact our Admin team to help you – 3329 9400
- In order to minimise disruption to the school day, please do not send gifts or balloons

ASSEMBLY AND THEATRE EVENTS

Students attend assembly on Fridays at 8:30. We take pride in our students' 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.
- Arrive on time – you will be welcomed into the theatre once all the children are seated and ready
- Parents will not be admitted once the event has started
- Please 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



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.



Student Wellbeing

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 student's wellbeing and mental health. Students in the senior school can choose to drop in to the counselor when they choose.

For senior school students, access is by referral only. School will begin a dialogue with parents of any child they believe may benefit from access to the counselor.

Children in the senior school are entitled to a block 8 sessions 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. 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

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.

Students are encouraged to 'speak out and stay safe' if they ever feel uncomfortable during interactions with others, and there is an anonymous reporting procedure to assist them with this. We have dedicated safeguarding representatives in the Senior School; Mrs. King, Mr. Zarate, Ms. Sneath and Ms. Hearne.

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 al 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.



Learning in the
Senior School

CURRICULUM INTRODUCTION

The curriculum is divided into three sections:

Years 7 to 9

The National Curriculum for England, adapted to our international context

Years 10 and 11

I/GCSE and School Designed courses

Years 12 and 13

IB Diploma Programme

The I/GCSE and IB Diploma Options Guides are updated every year.

The following statements are under-pinned by the College’s Philosophy and Objectives:

- The curriculum is up-to-date, broad and balanced, reflecting the international context of the school
- The curriculum ensures the development of the skills required for study and for life, promotes sound values, and aims to make learning a relevant, authentic and engaging experience. Continuity of skills, content and assessment is maintained throughout. In preparation for higher education, the degree of independence in learning and flexibility in approach are increased as students move through the school
- The curriculum is designed to meet individual needs, ensuring equality of opportunity for all and promoting high expectations, thereby enabling students to develop to the best of their ability
- The Wellbeing Education lessons and pastoral care programmes link students, parents, and the school in partnership

We welcome parents to meet with our specialist teachers throughout the year to be updated on individual subjects’ curricula.

SENIOR SCHOOL LIBRARY

The Senior School Library is a new and inviting space, catering for all needs of the 21st Century learner. There are areas for collaboration, for individual study, and cosy corners to curl up with a book. Students are invited to do mindful activities, or create things. It’s a space to get away from it all, as well as to find the right resources for study projects. The library houses a wonderful collection of books as everybody likes reading, students, staff, as well as parents. Our excellent and friendly library staff is there to help find answers to all information needs, and to advise on what book to read next. The library and the librarian support teaching and learning in various ways. Teachers bring their classes to the library for research, reading activities, information literacy and research skills sessions. The librarian also team-teaches in the classrooms,

when and where needed, often in matters of academic honesty. In close collaboration with the English and Mandarin departments the librarian arranges author visits and book fairs. The library is open after school until 16:30.

SERVICE EDUCATION

At Dulwich College Shanghai Puxi 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 should develop a student's passion for making a positive difference in the world, and inspire a culture of care and understanding for others. Service learning is integral to the formation of character and should be an intrinsic part of every child's education. 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 takes place both inside and outside of the classroom. Inside we seek to connect our academic content to the UN's Sustainable Development Goals, thus giving our learning real world meaning and context. Outside of the classroom we offer students the opportunity to participate in our Service oriented Co-Curricula Activities (CCAs). Year 10 students join the International Award as part of the Duke of Endinburgh programme. Service is featured strongly in this programme.

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

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 in 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.

EDUCATIONAL VISITS

The aim of the College in organising and running educational visits is to enable young people to learn in the environment, through the environment, and for the environment. Educational visits within a range of different environments bring great benefits to young people involved, including:

- Intellectual and physical challenges
- The development of personal and social skills
- Strengthening of the relationships between adults and young people.

There are many benefits to the whole curriculum, especially when the learning experiences are carefully planned beforehand and built on afterwards. Detailed planning procedures require that formal risk assessments are drawn up for all approved visits.

As well as curriculum-specific visits such as Biology and Geography field trips, there are numerous opportunities to engage in experiential learning. Challenge Week, for example, is an integral part of the Dulwich College Shanghai Puxi senior school learning experience, as is the International Award starting in Year 10.

UNIVERSITY AND CAREERS GUIDANCE

The University and Careers Counsellor provides myriad services for all students in the Senior School. Dulwich students attend universities around the world including the US, the UK, Canada, Hong Kong, Australia, Europe, and more. Wellbeing Education lessons focus on individual interests, skills, and careers. Numerous workshops, parent sessions, university visits, and special topics trainings are all designed to steer our students to identify their own 'best fit' university matriculation.

The Counsellor is available to students, staff and parents who are looking for information or support during their time at Dulwich College Shanghai Puxi. We also employ the services of an external counselor from ELG who is available to listen and provide guidance to students who require emotional support across a wide variety of issues that may occur socially or emotionally.

ASSESSMENTS

The College believes that formative assessment is the key to effective teaching and learning. It provides an environment in which intercultural understanding can flourish and learners can become inspired. Formative assessment supports on-going learning. The College believes that assessment of learning or summative assessment is also important. Summative assessment is concerned with assessments carried out at particular points in time and supports a range of further purposes, including tracking student progress, reporting, evaluating, planning, and target setting.

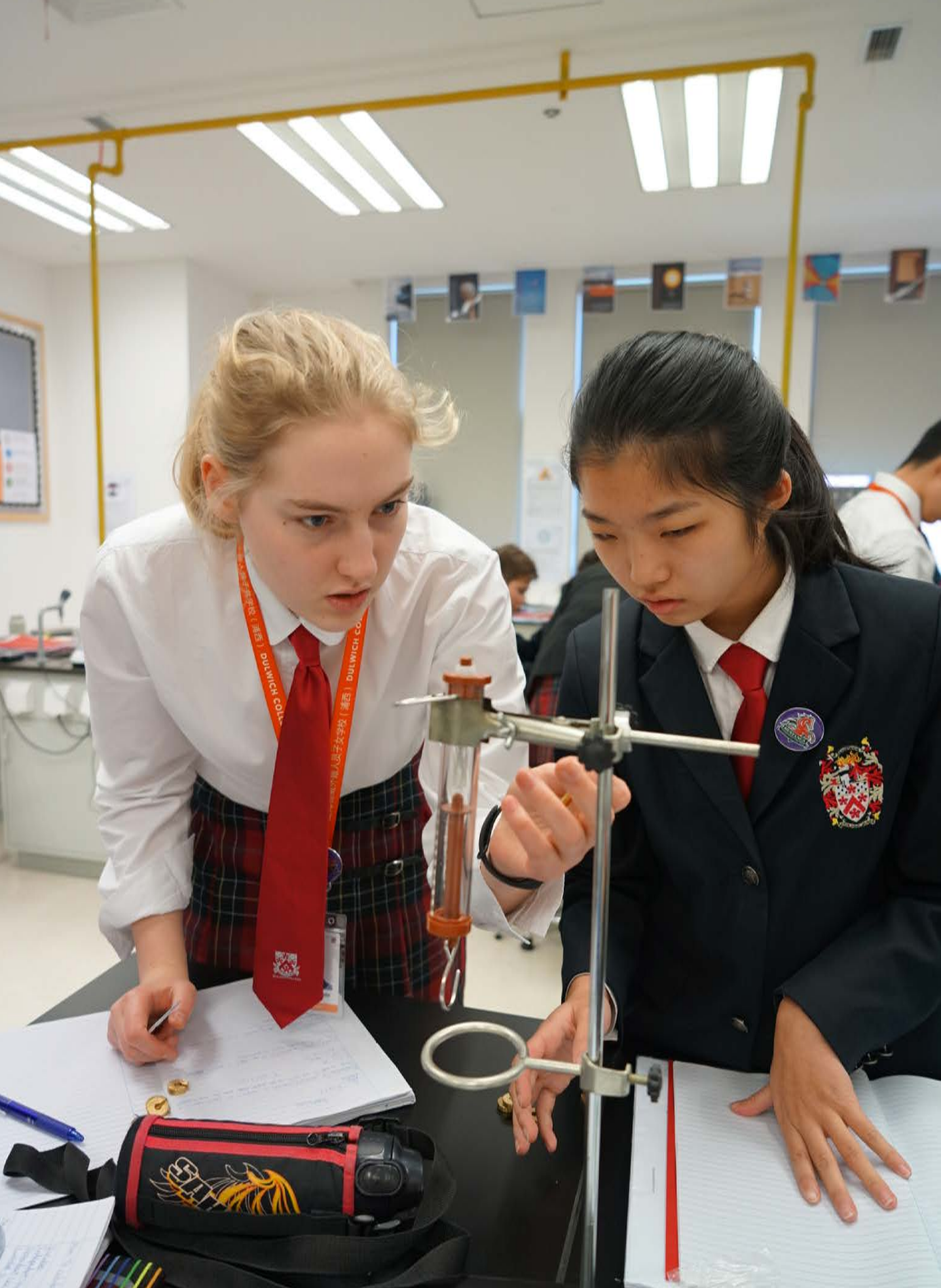
ASSESSMENT TECHNIQUES

Students have a wide range of abilities and learning styles and the approaches to assessment reflect this. These may include:

- Observational assessment: observation of responses to learning activities and unstructured situations
- Dynamic assessment: analysis of responses in the context of learning a task
- Questioning: judgement about the degree of understanding and an opportunity to dig deeper
- Criterion-referenced assessment: measurement of attainment against predetermined criteria
- Formal assessment: completion of tests or set tasks

REPORTING

Teachers will complete reports about student progress, attainment, and achievement throughout the year. Student/parent/teacher conferences (SPTCs) will be organised as part of this reporting process. Precise dates will be published in the school calendar at the beginning of the school year.



HOMEWORK

Homework refers to any work or activities that are asked of students outside of normal lesson times. Some tasks may need to be done at school if specialist resources are needed. Homework is an essential and important part of the curriculum throughout the Senior School and is usually given on a nightly basis to allow students to preview, practice, and review or expand on material introduced in class. Long-term project work is also assigned for homework, highlighting the need to plan ahead. It has the following purposes:

- To help students develop independent study skills, perseverance, and self discipline
- To actively involve parents in their child's learning and keep them informed about the work being undertaken at the school
- To consolidate and reinforce work begun in class
- To extend learning and encourage initiative through exploring learning outside of the classroom
- To develop the skills needed to manage long-term projects such as IGCSE coursework and IB Diploma Internal Assessment

Homework assigned gradually increases from year to year. As students move into the final four years of their schooling (Year 10 – Year 13), they will be expected to take more responsibility for completing homework and planning their time accordingly. Nevertheless, the timely completion of tasks will still be closely monitored. The homework framework for Year 7 to Year 9 is intended to provide a structure that will support students in their development of organisational skills and study habits. It also ensures that students are not overburdened on a nightly basis

If a student cannot complete homework or an assignment because of illness or other extenuating circumstances, the parent should write a note to the subject teacher in the Student Planner, or send an email, requesting extra time to complete the work. The subject teacher will then agree to an appropriate extension. If no note is received and a student fails to turn in an assignment, a record will be made in keeping with Senior School Policy. A student's consistent failure to complete homework assignments will lead to further sanctions and intervention. If a student consistently experiences difficulty in completing assignments, the student, parents and Mentor or subject teacher will meet to review the situation. If the situation continues, then the parents will be asked to meet with the Leader of Learning.

SENIOR SCHOOL PLANNERS

All students in the Senior School are given a Student Planner at the beginning of each new school year. It is the student's responsibility to ensure that they use the planner as a working diary and personal organiser. Most students use their planner to record homework or additional class notes or activities. Should the planner be lost, students will be required to purchase a replacement.



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 MENTOR

While all teachers at the College play a role on the pastoral care of children, the role of the mentor in the senior school is pivotal for managing their student's development throughout the year. The mentor 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

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 Senior School 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

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

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.

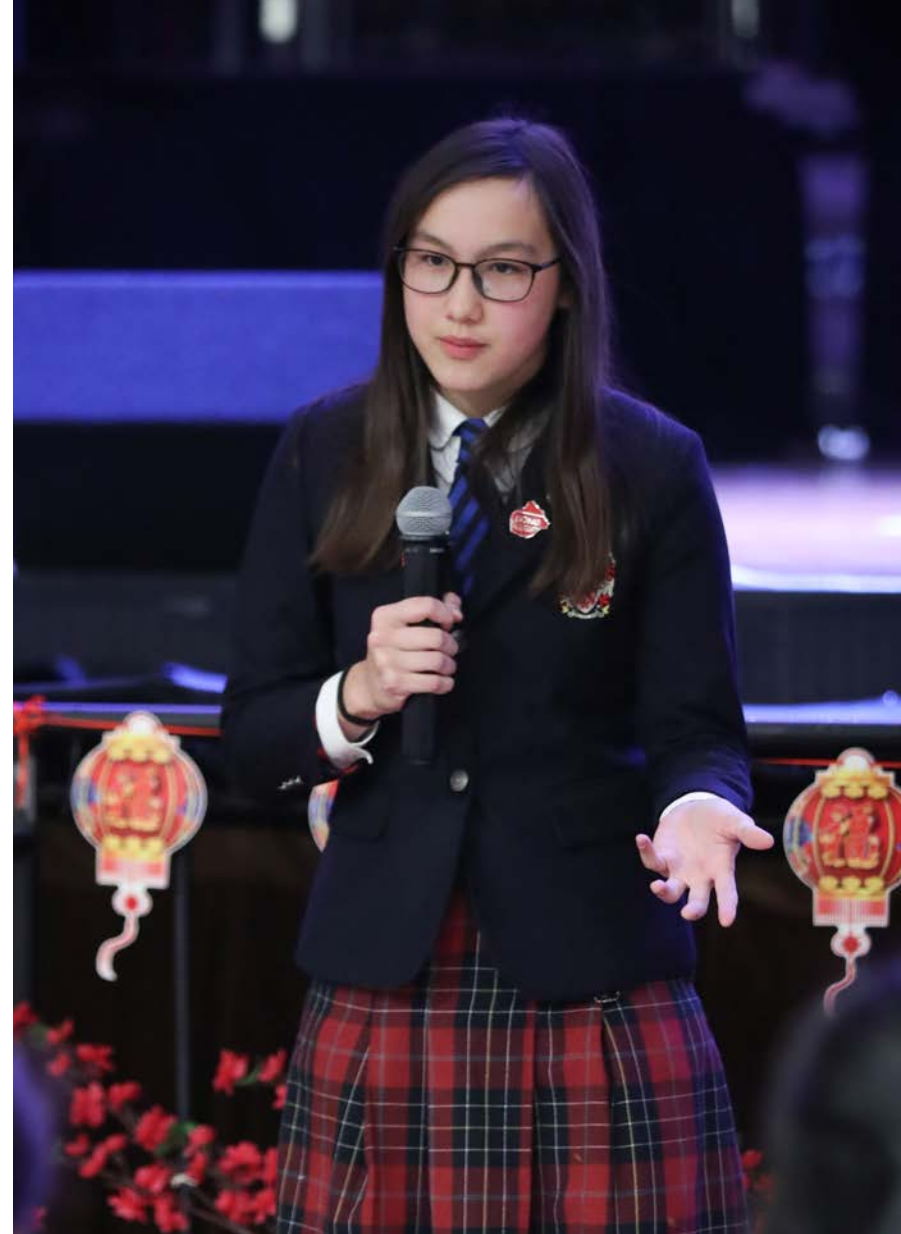
When using the bus service, students must:

- 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 Senior School 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 Y5 are also invited to a special graduation event.



College Services

RECEPTION DESK (INCLUDING LOST PROPERTY, INFORMATION, APPOINTMENTS) PHONE: 021-33299374

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 Senior School Team

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

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

BUSES

Students from 3 years old can take the school bus.

For more information about our buses, email:

schoolbus@dulwich-shanghaiminhang.cn

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

<https://dulwichshanghaiminhang.mikecrm.com/FLc9wvq>





Parent Conduct

PARENT SUPPORT

At Dulwich College Shanghai Puxi we recognise that education is as much about equipping students with specific skills as it is about developing character. Our College values are, '**Aim High, Work Hard, Be Kind and Respectful, Make a Difference.**' The values and attitudes that we live by affect how we relate and interact with others, and our environment. To this end, we openly encourage ongoing partnership and dialogue with all parents so we can ensure that our students are getting the most of their experience at Dulwich. We politely ask all parents to support in the following ways:

- 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
- Encourage your child in his/her studies and give him/her appropriate support at home
- Tell us about your child's medical conditions, health, allergies; anything that affects a child's welfare, safety or happiness; any physical or learning needs and previous tests for these. The more you tell us, the more we can help your child
- Maintain a courteous and constructive relationship with College staff, staff includes our contracted partners such as, but not limited to, Guards and Ays
- Parents are expected to attend meetings with teachers regarding their child's performance at the college

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. 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 headmaster@dulwich-shanghai.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

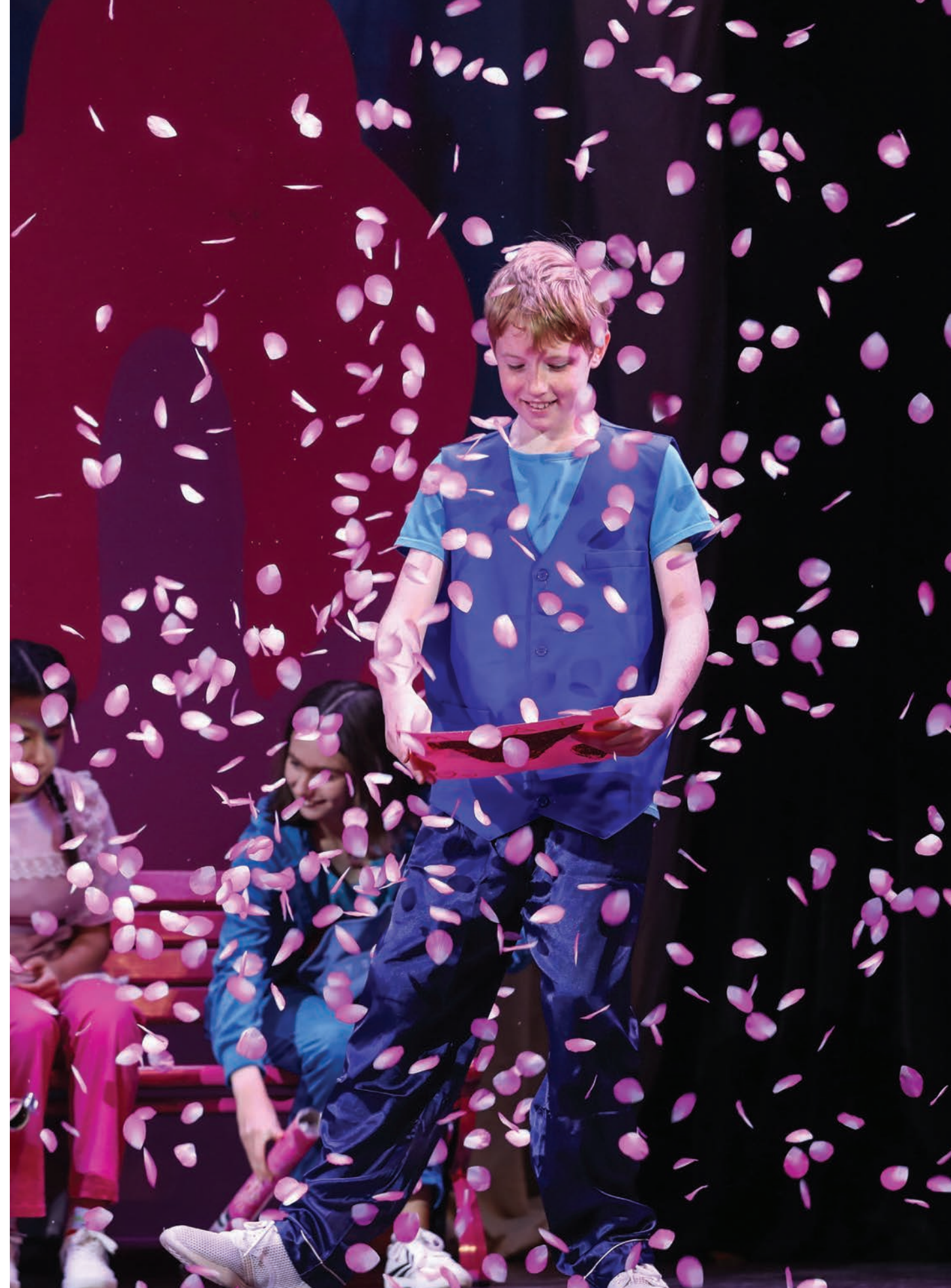
As part of our safeguarding procedures, parents are not permitted to take pictures or videos when in school, with the exception of performances, special events and sports events. Parents are explicitly requested not to take any pictures or videos of our teaching staff without their knowledge or permission. 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

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

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



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 Senior School 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
	7	8	9	10	11	12	13	5 September: School Day
	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
	5	6	7	8	9	10	11	1 October: Mid-Autumn Festival
	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
	7	8	9	10	11	12	13	14 December - 1 January: Christmas Holiday
	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	6	7	8	9	10	11	5-9 April: Spring Break
	12	13	14	15	16	17	18	12 April: First Day of School - Term 3
	19	20	21	22	23	24	25	
	26	27	28	29	30			
May						1	2	1 May: Labour Day
	3	4	5	6	7	8	9	3 May: School Holiday
	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
	7	8	9	10	11	12	13	25 June: Last Day of Term 3
	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 |

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