



**Britannica International School**  
Shanghai  
an Orbital Education School



## EARLY YEARS FOUNDATION STAGE

# HANDBOOK



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## Principal's Greetings

Welcome to Britannica International School, Shanghai. I hope that our partnership will be productive and enjoyable and that your child settles quickly with us. We are proud to be a happy and caring school with a real sense of warmth and team spirit. We endeavour to do all we can to ensure that your child enjoys their time at Britannica International School.

Britannica School Handbooks are designed to inform parents of as many aspects of school life as possible. You will find on reading it that we understand that school is not the sole provider of a child's education, and guidelines as to how you can help support your child and encourage them to flourish throughout their time in EYFS are to be found in many parts of the handbook. We rely on your support to be able to do our best for your child.

The sections in this handbook will be reviewed regularly and updated occasionally and you will be informed about the changes made in your handbook by email. We hope you find our handbook clear and informative. Please feel free to contact us for any further information, or with any suggestions for improvements.

Please note that whilst all information within this booklet is correct at the time of printing, it is possible that some items may change during the course of the year.

**Mr Paul Farrell**

Principal



## General School Info

### School Contact Details

**Address:** 1988 Gubei Road, Shanghai 201103, P. R. China 中华人民共和国上海市闵行区古北路1988号

**Email:** [admissions@britannicashanghai.com](mailto:admissions@britannicashanghai.com)

**Tel:** + 86 21 6402 7889

**Fax:** + 86 21 6402 8599

**Website:** [www.britannicashanghai.com](http://www.britannicashanghai.com)

The school's WeChat account can be accessed by scanning the QR Code below:



### School Office Hours

The school office is open from 7.50 am – 4.45 pm during the school days. During the school holidays, the school office is open from 9.00 am – 4.00 pm.

The school has an answering machine so you will be able to leave messages. Where a response is required, we aim to do this within 24 hours (excluding the weekends). Your main points of contact in the school are your child's Form Teacher and the Principal's Personal Assistant.



## Our Vision

### Britannica will be:

- INSPIRING:** An INSPIRING place of learning creating globally-minded LEADERS of tomorrow
- INCLUSIVE:** An INCLUSIVE community, which VALUES the needs of ALL individuals
- COLLABORATIVE:** A SUPPORTIVE and COLLABORATIVE workplace
- EMPOWERING:** A school that EMPOWERS students to develop their CONFIDENCE, INDEPENDENCE, to achieve their ACADEMIC POTENTIAL

## Our Mission

- INSPIRING:** Provide outstanding learning experiences for all students, focused on delivering the best of British education
- INCLUSIVE:** Celebrate achievements and successes in all fields, recognising all students' individuality and range of skills and talents
- COLLABORATIVE:** Foster a caring and close community characterised by mutual respect and interdependence, within an international community
- EMPOWERING:** Promote independence and high academic achievement through supportive and dedicated mentoring; placing students at the heart of their learning journey

# Britannica Students' Charter of Rights

The school has a charter of rights for all children in the school. This charter is prominently displayed in all teaching and form rooms. A copy of the charter can also be found in your child's communication books.

## Children have the right:

- To be treated with respect
- To be treated kindly
- To be listened to
- To be helped
- Not to be bullied
- Not to be lonely
- To join in games by agreement
- To be happy
- To feel wanted
- To be safe
- To be special
- To be treated equally



## Welcome to EYFS

Welcome to Britannica International School, Shanghai, Early Years.

At Britannica, we provide a fun, interactive and safe learning environment for your child to grow into a confident, independent life-long learner. We follow the revised English Early Years Foundation Stage (EYFS) framework, providing a curriculum full of activities, themes and real-life experiences that motivate your child to learn and provide a solid base for their future learning and development.

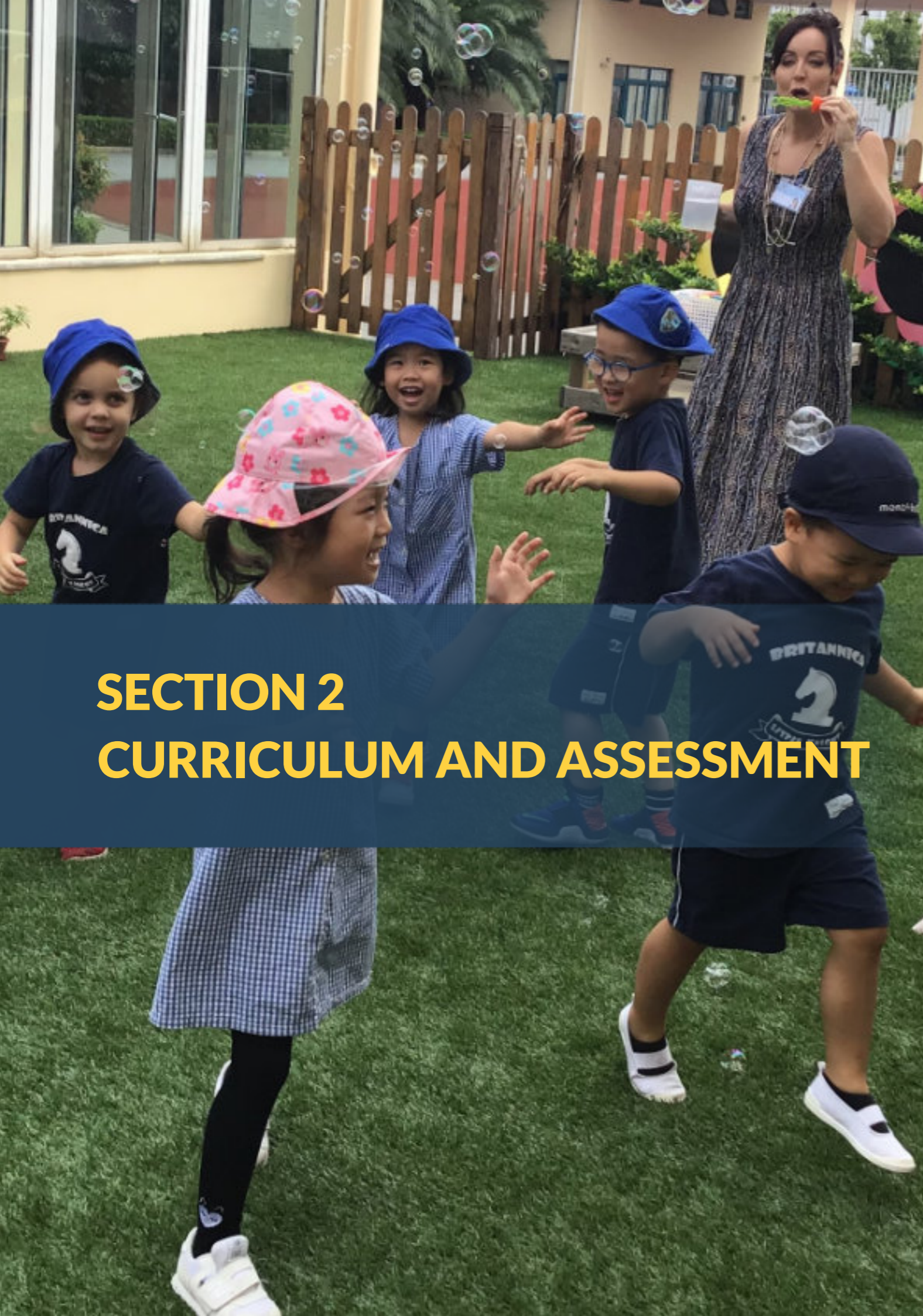
Our staff get to know your child, their likes and dislikes, attitudes and preferences and attune themselves to your child's needs. This provides your child with a positive environment as positive relationships are key to children learning effectively.

Our classrooms are stimulating, interactive, lively and fun and are laid out to support all types of learners. We have reading corners, maths games, construction, sand, water and role-play to provide learning across all of the curriculum areas through a play based, learning framework.

Our environment provides a place for your child to thrive as a learner and want to run into school with enthusiasm on a daily basis.

**Miss Isla Gillespie**

Head of Early Years



## SECTION 2 CURRICULUM AND ASSESSMENT

### The EYFS Framework

The EYFS is a framework for children's development until the end of the Reception year (0-5 years).

There are four themes of the EYFS Curriculum:

#### ***A Unique Child***

- every child is a competent learner from birth and can be resilient, capable, confident and self-assured.

#### ***Positive Relationships***

- children learn to be strong and independent from a base of loving and secure relationships with parents and carers.

#### ***Enabling Environments***

- the environment plays a key role in supporting and extending a child's development and learning.

#### ***Learning and Developing***

- children develop and learn in different ways and at different rates and all areas of learning and development are equally important.

These themes are used to underpin the learning and development that your child will take part in during their time in the EYFS. Children learn in a variety of ways: watching others, talking, asking questions, listening, exploring and investigating. Small children are not designed to sit still for long periods, therefore we operate an active learning system. It is a plan, do, review framework achieved through play. It is an approach where children and teachers plan, work and review together enhancing the opportunities for developing many social and intellectual skills. It provides a framework that can be adapted to meet the specific needs of a child or class. It ensures children have some control of their own learning and access to materials and equipment that they may require.

## The EYFS Framework

The Early Years Foundation Stage curriculum is comprised of **three prime areas of learning**:

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

Alongside these three prime areas, there are **four specific areas in which the prime skills are applied**:

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

Children will enter the EYFS at their own starting point. During the first couple of weeks, we will observe, assess and then plan activities to meet the learning needs of the individual child. They are not age-based needs.



## EYFS at Britannica

The Early Years Foundation Stage (EYFS) at Britannica consists of three year groups; Pre-Nursery which is for children 2-3 years old, Nursery which is for children 3-4 years old and Reception which is for children 4-5 years old.

Year Group	Student Age:	Number of Adults:
<b>Pre-Nursery</b>	2 years old on the 1 <sup>st</sup> of Sept.	1 Teacher 1 Teaching Assistant 1 Classroom Assistant
<b>Nursery</b>	3 years old on the 1 <sup>st</sup> of Sept.	
<b>Reception</b>	4 years old on the 1 <sup>st</sup> of Sept.	

### Staffing

Our EYFS staff here at Britannica are fully qualified EYFS specialists who are engaging, enthusiastic and great fun! We all have a passion for a child's early years' development and understand the importance a strong foundation of learning is for a child to succeed in life.



## Pre-Nursery

Your child's introduction to school life begins in Pre-Nursery at Britannica where they have a gentle fun beginning to their learning life. Our Pre-Nursery offers a safe secure environment where children can learn at their own pace. Children enter Pre-Nursery from their second birthday.

In Pre-Nursery the Prime Areas of the EYFS curriculum are the main focus creating a strong foundation for your child's learning as they move up through the EYFS here at Britannica. These areas of communication and language, physical and personal and social development underpin all the other areas of the curriculum that are covered.

### Personal, Social Development

Personal, social and emotional development is extremely important to your child's development in school. In Pre-Nursery children develop the foundations of skills that set them up as life-long learners. For example, learning to be around other children, interacting through play, developing skills in independence and separation from their main carer and following basic routines.

### Communication and Language

The development of communication is at the heart of a child's learning. Through topic-based activities, your child will build his/her vocabulary based on real-life experience, develop listening skills in small groups and learning to construct simple sentences so they can communicate their ideas.



## Pre-Nursery

### Physical Development

As your child grows it is important for them to experience lots of gross motor activities to build up strength in their muscles. In Pre-Nursery the focus is on developing these large movements through large balancing, climbing and play equipment. Activities such as ring games, large mark-making tasks and utilising large construction blocks all develop your children's physical development ready for their next steps.

These three prime areas support other work in Pre-Nursery where your child will develop a love of books through interactive Literacy lessons, a fascination of Mathematics through counting games and learn to express themselves through music and dance.





## Pre-Nursery Timetable Example

### Daily Routine

<b>8.20 am</b>	Arrival and Self-Registration / Free-Play
<b>8.40 am</b>	Teacher-Assisted Play / Activities (Inside/ Outside/ Free Flow)
<b>9.30 am</b>	English Circle Time
<b>9.50 am</b>	Bathroom / Wash Hands
<b>10 am</b>	Snack
<b>10.10 am</b>	Teacher-Assisted Play / Activities (Inside/ Outside/ Free Flow)
<b>11 am</b>	Mandarin Circle Time
<b>11.25 am</b>	Bathroom/ Wash Hands
<b>11.30 am</b>	Lunch
<b>12.10 pm</b>	Bathroom / Wash Hands
<b>12.20 pm</b>	Nap Time
<b>2.20 pm</b>	Shake and Wake!
<b>2.40 pm</b>	Snack / Story Time
<b>3 pm</b>	End of School Day

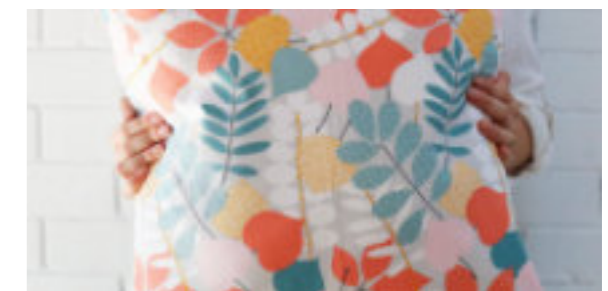
Once your child is ready in Pre-Nursery they will move from nap time in the afternoons to quiet time activities.



## Pre-Nursery Items

- **Indoor shoes** – these must be properly fitted, closed-toe and rubber soled (without markings and not black)
- **Spare change of uniform**
- **Sun hat** (Summer months compulsory)
- **Water bottle** – this will be sent home daily for washing
- **One small package of Pull-Up Nappies** (if required)
- **Blanket & Pillow** – this will be sent home with your child every Friday for washing
- **Comforter** - if your child requires one
- **Mosquito repellent and sunscreen**- when appropriate parents are recommended to apply on their children before coming to school.

All items **must** be clearly labelled with your child's name.  
Pacifier, bottles and formula milk are not permitted in Pre-Nursery.



## Nursery

Children at Britannica make a natural progression into Nursery from Pre-Nursery entering if they are three before the 1st September of that academic year. Your child entering Nursery must be fully toilet trained, though we do understand that children do have the occasional accident at this age. Therefore, please ensure your child always has a spare change of clothing (uniform) in their bag.

### Personal and Social Development

In Nursery children learn about relationships and how to express their feelings while developing their friendship skills. Children learn about sharing, taking turns and negotiating with others and they begin to understand rules but also develop independence and responsibility.

### Communication and Language

At Britannica, communication is an important aspect of our curriculum in Nursery where children further develop their speaking skills building on all the work from Pre-Nursery. Your children will learn to talk about what they want, feel, likes and dislikes. They will have the opportunity to express themselves through role-play and they will enjoy stories, songs, poems and rhymes.

### Physical Development

This area sees children playing and learning inside and outside. They will get opportunities to chase, race, jump, balance and play with a partner. Children will learn to dress and undress



## Nursery

themselves showing greater independence in their personal hygiene routines. They will use different types of tools for drawing, painting, cutting and sticking to develop fine motor skills.

### Literacy

At Britannica, children start their pre-reading skills using the 'Letters and Sounds' phase one that builds a skill set ready for phonics in Reception. Your child will be introduced to these pre-reading skills through core texts relating to the topic, storytelling through role-playing and small worlds. Your child will also develop the understanding of rhyme, alliteration, blending and segmenting orally through games and interactive activities. Pre-writing skills will be developed through group writing and drama sessions. Fine motor activities will involve copying simple handwriting patterns (lines and circles), writing names and weaving to develop pencil grip.

### Mathematics

In this area the children sort and group objects and materials, explaining why they have done something. They will compare height, weight, size and texture. Children will begin to use positional language to tell where things are and to put things in order. Children have opportunities to make models with shapes and talk about them and what they look like. They will then notice and make patterns with them. Children will recognise the numbers around them, they will begin to count, add objects together and take them away.



## Nursery

### Understanding the World

This area involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment. All the activities will be based around the half termly topics and use skills developed within the prime areas.

### Expressive Art and Design

They will explore colour, shape and texture using their senses. Children will be able to listen to and make their own music, dance, sing songs and take part in imaginative role-play with others. All the activities will be based around the half termly topics and use skills developed within the prime areas.

### Nursery items

- Indoor shoes – these must be properly fitted, closed-toe and rubber soled (non-marking and not black)
- Spare change of uniform
- Sun hat (Summer months compulsory)
- Water bottle – this will be sent home daily for washing
- Britannica School bag, labelled.
- Mosquito repellent - when appropriate parents are recommended to apply on their children before coming to school.
- Sunscreen - when appropriate parents are recommended to apply on their children before coming to school.

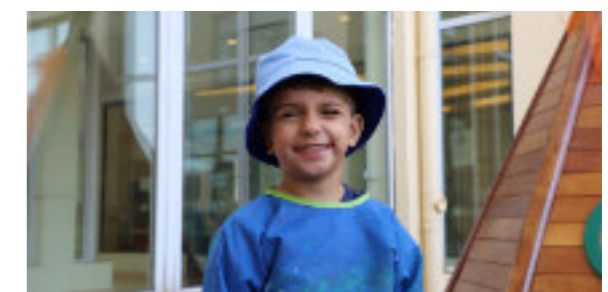


## Nursery Timetable Example

### Daily Routine

<b>8.20 am</b>	Arrival and Self-Registration
<b>8.40 am</b>	Circle Time: English
<b>9.20 am</b>	Teacher-led Activities and Free Flow (Indoor / Outdoor)
<b>10 am</b>	Tidy Up Time / Wash Hands / Snack Time
<b>10.20 am</b>	Teacher-led Activities and Free Flow (Indoor / Outdoor)
<b>11 am</b>	Circle Time: Mathematics
<b>11.20 am</b>	Bathroom / Wash Hands
<b>11.30 am</b>	Lunch Time
<b>12.30 pm</b>	Circle Time: Mandarin
<b>1 pm</b>	Topic Based Activities
<b>2 pm</b>	Bathroom / Snack Time / Prepare Bags
<b>2.20 pm</b>	Story Time
<b>3 pm</b>	End of School / ASA for Bus Pupils

All Nursery pupils will have timetabled Library sessions and Physical Education lessons



## Reception

Your child will enter Reception if they are aged 4 before 1<sup>st</sup> September of that academic year. They will build on concepts developed in Nursery broadening and developing concepts to the next level.

### Personal and Social Development

This area of learning involves helping children to develop a positive sense of themselves and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups and to have confidence in their own abilities.

### Communication and Language

The development of communication and language is at the heart of young children's learning. It involves giving children opportunities to speak and listen in a range of situations and to develop their confidence and skills in expressing themselves. Children are encouraged to listen to stories attentively, listen carefully to each other and ask relevant questions. Throughout the year, we actively encourage children to follow instructions, often involving several actions or ideas, and answer 'how' and 'why' questions about what they are learning and their experience. The children participate in class and group discussions, learning to talk clearly and confidently and, through role-play, they learn to create their own stories or recreate familiar experiences, stimulating further language development.



## Reception

### Physical Development

Physical development in the Foundation Stage is about the growth of coordination skills, controlling the body and equipment they may be using, manipulation and movement. Your children will develop their fine motor skills into writing letters using the correct orientation. Two other very important aspects are increasing self-confidence in what can be achieved and learning about the positive benefits of being healthy and active.

### Literacy

At Britannica, the alphabet is learnt using the 'Letters and Sounds' phonics scheme. Phonics are the building blocks of all words and will eventually help your child decipher new vocabulary.

In 'Letters and Sounds' the 42 main sounds of English are taught, not just the alphabet sounds. These are taught in a variety of ways including actions, games and songs. In Reception, as the letters are taught, they are stuck in a 'Sound Book' which your child will bring home. The letters are not introduced in alphabetical order.

Children participate in reading activities every day in school, from learning phonics and blending practice to Big Book sessions and shared reading opportunities. When your child is ready to progress to reading books a reading book will be sent home from our reading scheme. We encourage you to support your child in reading their book and record their achievements and struggles in their communication book.

### Mathematics

Children's mathematical development arises out of daily experiences in a rich and interesting environment. It is taught through a wide range of practical activities and games. Counting, sorting, number recognition, simple calculations, time, pattern and shape are all concepts that are covered and often linked with other areas of learning. From Reception we follow the Hamilton mathematics scheme of work which enables all students to achieve the age appropriate key mathematical concepts.

### Understanding the World

In this area of learning, children are developing the crucial knowledge; skills and understanding that help them make sense of the world. This forms the foundations for later work in Science, Design and Technology, History, Geography and Computing.

## Reception

### Expressive Arts

Creativity is fundamental to successful learning. Being creative enables children to make connections between one area of learning and another; extending their understanding. This area of learning includes art, music, dance, role-play and imaginative play through topic-based learning.

### Reception items

- Spare change of uniform
- Sun hat (Summer months compulsory)
- Water bottle – this will be sent home daily for washing
- Britannica School bag, labelled.
- Mosquito repellent - when appropriate parents are recommended to apply on their children before coming to school.
- Sunscreen - when appropriate parents are recommended to apply on their children before coming to school.



## Reception Timetable Example

Registration	Period 1	Period 2		Period 3	Period 4		Period 5	Period 6	Period 7	Period 8	Period 9
08:30	08:40	09:20		10:20	11:00		12:30	13:00	13:40	14:20	15:05
<b>Monday</b>	Phonics/Literacy		Snack 10 am -10:20 am	Maths		Playtime 11:30 am & Lunch 12:00 pm	Mandarin	EYFS Curriculum	Music		After School Activity
<b>Tuesday</b>	Phonics/Literacy			Maths			Mandarin	EYFS Curriculum			After School Activity
<b>Wednesday</b>	Phonics/Literacy			Maths			Mandarin	EYFS Curriculum	Physical Education/ Swimming		
<b>Thursday</b>	Phonics/Literacy			Maths			Mandarin	EYFS Curriculum			After School Activity
<b>Friday</b>	Phonics/Literacy			Maths			Mandarin	EYFS Curriculum	Library	EYFS Curriculum	After School Activity

## Specialist Lessons

At Britannica we pride ourselves in offering children breadth and depth in ways of learning. This not only happens in our EYFS classroom but also within our range of specialist lessons offered to our children.

These specialist lessons support children in developing a sense of community, being part of the wider school while broadening their learning in a variety of ways.

### Mandarin

In EYFS, each year group has specialist Mandarin lessons every day that are taught by our Teaching Assistants and overseen by our EYFS Mandarin Co-ordinator. In Reception, children are taught in Native and Non-Native groups for 40 minutes a day. Children are taught in their class groups in Nursery for 30 minutes a day and in Pre-Nursery for 20 minutes a day.

In Mandarin, children develop oral skills through interactive songs, dance, games and activities linked closely to the topics being taught in English, alongside learning about the cultural aspects of China. As the children build confidence in Mandarin your child will have the opportunity to recognise Chinese characters in Reception.

### Native Languages

If your child is a native speaker from another country, Britannica prides itself on being able to offer lessons in another native tongue where available. Children from Reception who are native Mandarin, French, Spanish, Japanese, Korean, Hebrew or Italian speakers take part in



## Specialist Lessons

two lessons a week organised by our specialist language teachers. These lessons consist of fun activities building on language and conversational skills which build foundations that are then further developed in native language lessons as your child goes up through the school.

### Physical Education (PE)

In Nursery and Reception, your child will have weekly PE lessons which are delivered by our specialist PE teachers. These lessons cover all aspects of physical development from gymnastics, ball skills, spatial awareness games to swimming which will enhance your children's gross motor skills, coordination and health and well-being.

### Music

We have specialist music teachers who deliver a fun and engaging music curriculum on a weekly basis to our Reception classes. Your child will experience different aspects of the music curriculum through singing, dancing and exploring a great variety of musical instruments.

### Library

Books are a very important part of a young child's development and at Britannica we want children to foster a love for reading. To support this your child will have a weekly opportunity to visit the Library in Pre-Nursery, Nursery and Reception. Each week children will take part in book-related activities, share books and take home a library book to continue reading for fun at home.



## Specialist Lessons

### Outdoor Learning

In EYFS learning does not only happen in the classroom but outside within our outdoor learning environment. Outdoor learning is a key aspect of the Early Years curriculum providing students with the opportunity to expand and develop further their learning in a different environment. Our outdoor learning classroom is specially designed to support children's curiosity, investigation skills and independent learning, along with developing their gross motor skills. As outdoor learning is an important part of our EYFS curriculum we ask parents to provide their child with the following equipment to ensure that learning can take place in all weathers.

#### Outdoor equipment:

- Wellington boots
- Waterproof jacket
- Waterproof trousers

All items of outdoor equipment need to be clearly labelled with your child's full name and class.



## Assessment

At Britannica we use an online learning journal to document your child's development through their time in Early Years. We do this through the Tapestry Online Journal [www.tapestryjournal.com](http://www.tapestryjournal.com)

Each child has an individual learning journal where observations of their learning are documented and shared with parents on a weekly basis. Staff make comments based on their observations of your child and these are used to inform our planning and our assessment.

On Tapestry all information is stored on a highly secure server which is monitored closely. Parents will have a secure username and a unique personal password to access their child's journal once the 'Tapestry Online school agreement' as been signed.







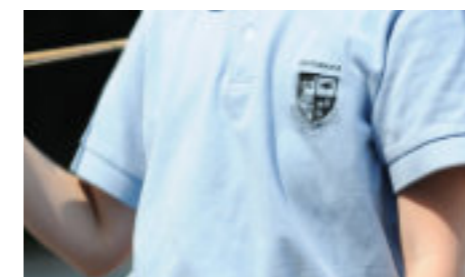
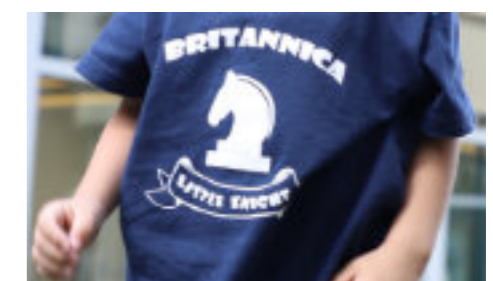
## School Uniform

All children in EYFS wear a simple Britannica uniform which can be purchased from the onsite uniform shop. As your child is developing it is important for them to be independent in managing their own clothing, therefore having clothing that is easy to pull up or shoes that are easy to put on is important. Useful items are shoes with velcro.

All items of uniform need to be clearly labelled with your child's full name and class.

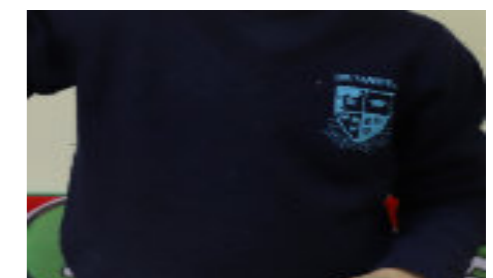
Britannica holds a 'No hat, No play' policy so please ensure your child comes with a named sunhat on sunny days.

Pre-Nursery	
Winter Uniform	Summer Uniform
• Long-sleeve Knights t-shirt	• Short-sleeve Knights t-shirt
• Long Britannica pants	• Short Britannica pants
• Dark coloured socks	• Britannica dress (girls-optional)
• Britannica jumper	• Dark coloured socks
• Black shoes with Velcro (no branding)	• Black shoes with Velcro (no branding)
• Inside shoes (not black)	• Inside shoes (not black)
	• Cap



Nursery	
Winter Uniform	Summer Uniform
• Long-sleeve Knights t-shirt	• Short-sleeve Knights t-shirt
• Long Britannica pants	• Short Britannica pants
• Dark coloured socks	• Britannica dress (girls-optional)
• Britannica jumper	• Dark coloured socks
• Black shoes with Velcro (no branding)	• Black shoes with Velcro (no branding)
• Inside shoes (not black)	• Inside shoes (not black)
	• Cap

Reception	
Winter Uniform	Summer Uniform
• Blue long-sleeve polo shirt	• Blue short-sleeve polo shirt
• Grey trousers or skirt	• Grey shorts or skirt
• Britannica jumper	• Black or grey socks
• Black or grey socks	• Plain black shoes (no branding)
• Plain black shoes (no branding)	• Cap



PE Kit	Swimming Kit
• White Britannica PE shirt	• Swimming shorts or costume
• Black Britannica shorts	• Goggles
• Dark socks	• Swimming cap
• Trainers	• Towel
• PE jacket (optional)	
• PE trousers (optional)	
• PE bag (optional)	
• Dark coloured swimsuit	
• House t-shirt	

## Communication with Parents

Communication with parents is very important for us in Early Years as your child learns from all aspects of their lives at a young age. To ensure we work closely with you as parents here at Britannica the following demonstrates how we communicate about school events, weekly news but most importantly your child's learning.

At the start of the academic year, the whole school comes together for you to be introduced to the teaching staff within the school. This gives you the opportunity to put a friendly face to your child's teachers and get to know the staff better.

Throughout the year there are different ways the school will communicate with you about school life.

### Teacher Communication

Your child will be given a communication book that is used throughout the year by the class teacher to provide communication between parents and staff. At the start of each week, the class teacher will send a weekly email about the exciting learning that will be happening during the week.

### Newsletter

Britannica publishes their newsletter every Friday during term time; it is available on the website. The newsletter is our most important method of communication and it is crucial that you read it as it has important content regarding parent's evenings, upcoming events, important updates about the school and much more important information.

## Communication with Parents

### Website

Britannica has its own website where relevant information can be found. All previous links to the past newsletters, a calendar, lunch menus, staff information, curriculum information and any new news can be found on the website.

### Email

All class teachers are contactable via their school emails and will respond as soon as they can. Parents are reminded that in Early Years teachers have limited time throughout the day due to being with the children.

### Parents Evenings

During the Autumn, Spring and Summer terms you will be invited to a parent-teacher meeting where you will have the opportunity to discuss your child's progress with the class teachers. Times and dates are sent out via email and letters and we encourage you to sign up for a time slot. These are official meetings throughout the year.

### Reporting

In EYFS you will be given three reports throughout the year. These reports are written by class teachers and specialist teachers officially documenting your child's progress and learning throughout the year. Reporting to parents will include access to our online profiling system called Tapestry.



## General Information

### Drop off and Pick up Procedures

Your child's safety is of high importance to us at Britannica. In order for us to ensure that we have the safest and securest environment for our children, all of the corridors and classrooms to the EYFS are password operated.

School starts at 8:20 am and the doors to the corridors/classrooms will be opened when the bell rings. The doors to the corridors/classrooms will be locked at 8:40 am and parents should not arrive after this time unless in an emergency.

Parents and children who arrive late can cause disruption and upset the class routine and other children. Therefore, we ask parents to make a concerted effort to arrive to school before 8.40 am when the doors are closed. Parents with children who arrive late should report to the School Receptionist to be registered. It will then be arranged for a Teaching Assistant to come and collect them from the Reception desk.

School finishes at 3:00 pm for pick-up children and 4:00 pm for bus or sibling children or children in Reception staying for After School Activities. (except Wednesdays which are 3:00 pm for all students).

### Collection of children

Children should be collected at the designated time. If for any reason parents are late or unable to collect their child themselves they should inform the receptionist so that she can



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inform the teachers. Under no circumstances will a child be able to leave the premises unless they are with someone who has proof that they are authorised to take the child by wearing the security badge.

If parents know in advance that their child will be absent from school or they want to pick them up early, please let the class teacher know.

If a child is going to be absent from school due to illness, parents should contact their child's teacher or the school receptionist before 8.40 am. Please refer to your class teacher's email address. School Receptionist: [receptionist@britannicashanghai.com](mailto:receptionist@britannicashanghai.com)

### School buses

Parents (or designated adults) are responsible for ensuring that pupils catch the bus and are collected at the pick up point. Parents are asked to notify the Bus Supervisor and Bus Monitor of any change in the pupil(s)' schedule, for example, if the pupil is absent for school, picked up early from class or not taking the bus that day. Please also notify the school of any changes in addresses and phone numbers immediately by email to ensure up-to-date records for our pupils are on file.

### After School Activities

We pride ourselves in being able to offer children an extensive After School Activities, this includes our EYFS students. All Reception students can participate in our after-school program which takes place four days a week on Mondays, Tuesdays, Thursdays and Fridays.



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After school activities take place from 3 pm until 4 pm. More information about the available activities will be made available to parents at the beginning of every term by our ASA activity coordinator. After School Activities are not provided for Pre-Nursery and Nursery children, however, bus and sibling children can take part in supervised play indoor or outdoor dependent upon weather and pollution.

### Meals and Refreshments

At Britannica, your child will have their school lunch with their year group. In Pre-Nursery and Nursery, we have a special EYFS canteen where children are provided with the school lunch supervised by EYFS staff. In Reception, the children join the rest of the school in the large canteen to enjoy lunch supervised by Reception staff.

During lunch and snack time your child will be encouraged to eat a balanced and healthy meal and as always supported in developing good table manners.

If your child has a specific dietary or religious reason and is unable to have the school meals, please inform admissions and their class teacher.

Please ensure that the school is aware if your child is vegetarian or has any dietary needs when you first register or if there is a change in your child's dietary requirements, via the school office.

Weekly menus can be downloaded from the school website: [www.britannicashanghai.com](http://www.britannicashanghai.com)



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Snacks are provided twice daily, usually different fruit, yoghurt or a small sandwich. Britannica is a nut free environment; no nut products are served and all food allergies and special dietary needs are taken into account. It is the responsibility of parents to inform the school and class teacher of any allergies.

### Birthdays

Birthdays are a fantastic way for children to celebrate with their friends and talk about their life experiences. Here at Britannica, we love to celebrate with your child as they grow up. For birthdays, parents are welcome to bring in a cake to school. It will usually be shared during snack time and not infringe upon learning. Please ensure the cake has no nuts as the school has a strict no nut policy. No other gifts are allowed for birthdays.

### Sickness and absence

#### If your Child is unwell

If your child is unwell and unable to attend school, please inform the school either by telephone, email or in person on the first day of absence, before 8:40 am. It is appreciated if, on his/her return to school, a letter or an email is sent to confirm that your child is fit to return to school.



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### **Infectious / Contagious Illness**

If your child has an illness that is likely to be readily transmitted, he/she should not attend school for the prescribed period, or until well enough to participate fully in school life.

### **Children who become unwell at School**

If your child becomes unwell at school the school nurse will contact the child's parent or carer. It is expected that an unwell child will be collected within an hour either by parents, carers or emergency contacts.

### **Returning to School after being unwell**

Children attending school are expected to participate fully in all activities, unless there is a very specific medical reason which the school has been informed. Coughs and colds in normally healthy children are not deemed to be serious enough to preclude them from PE. In exceptional cases, children may be permitted to observe a PE lesson rather than actively take part. If you are uncertain if your child is well enough to participate in outside play, then he/she should remain at home since we cannot supervise children who remain indoors.

Parents of Nursery and Reception children should write a letter addressed to the Sports Department should it be deemed necessary for their child to be withdrawn from actively participating in a PE/Games lesson.



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### **Sun Protection**

At Britannica, we follow a strict 'No Hat, No Play' policy. In hot weather, children are expected to wear their Britannica hats or sun hats at break times, therefore, these need to be in school during the second half of the Spring term, throughout the Summer term and at the beginning of the Autumn term. If you wish for your children to have sunscreen protection, you should apply long-lasting cream before school. Additional sun cream may be brought to school. This must be clearly named, and the child will be allowed to apply additional protection under supervision.

### **Accidents in School**

Minor accidents and incidents are an inevitable part of school life, thus at Britannica, there is a fully qualified nurse on duty always during school hours. All incidents requiring adult intervention or assistance are noted, whether the injury is serious enough to justify a child being sent home. Parents will be informed of incidents.

Children who hurt their heads are always sent to the School Nurse and if the child remains in school will be sent home with a form in their school bags informing parents of the nature of the injury or the School Nurse will phone parents.



## General Information

### Health and safety

Your child's safety at school is extremely important to us. Please see below procedures that are in place to ensure your child is kept safe at school.

#### Security cards

Everyone, except children in uniform, coming on to school grounds are required to wear an official security card. These cards have photos of each individual and are issued to new families as part of admissions. If someone else is arranged to pick up your child, they need to bring along this badge to prove they are authorised. If you lose your badge and need to obtain a new one, please do contact the receptionist to help you.

School Receptionist: [receptionist@britannicashanghai.com](mailto:receptionist@britannicashanghai.com)

#### Emergency Contacts

If we are unable to contact parents directly when we consider there is a need to do so, then persons named as emergency contacts on the pupil information will be contacted. It is essential therefore that these contacts are reasonably local to school and are prepared to act in "loco parentis". It is important that emergency numbers are correct and that the school is advised immediately of any changes.



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### Fire and Evacuation Contingency Practices

The Sports Field is the fire muster point whenever the fire alarm rings. Should parents be on site at this time, they should make their way to the Sports Field in silence keeping to the outside routes around buildings. (Fire exit routes are displayed on the back of all classroom doors). We must account for all pupils and visitors on site – this is our priority.

If the alarm rings after 3 pm or 4 pm then instructions will be given when it is permissible to leave the site with your children.

### Safeguarding Children

Britannica International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a Child Protection Policy and procedures in place. All members of staff (including volunteers and governors) are required to ensure that they are aware of these procedures.

Britannica International School has stringent and robust safeguarding procedures and arrangements in place.

Ensuring the children's safety and welfare is our top priority. All employees and governors must undergo vetting during their recruitment process, including appropriate checks into previous employment and enhanced Disclosure Barring Service clearance.

To find out more about our safeguarding policies please see the school website.



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### Air Quality

Your child's health, safety and wellbeing are extremely important to us here at Britannica. That is why we have a strict Air Quality policy which ensures your child is kept healthy throughout the day.

Air quality readings are taken throughout the day and all classrooms have air purifiers.

Please find on the next page the policy for when your child will have the indoor play if the Air Quality Index is too high.



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Real-time readings of the air quality index will be taken from <http://aqicn.org/city/shanghai/>. The reading measured at Shanghai Normal University is used, which is the nearest monitoring station on the website.

AQI Level	Student Activities
0-125	Normal outdoor activities may take place across the school with all age groups.
125-175	Students in EYFS and KS1 will remain inside school during designated outdoor activity times.
	KS2 and Secondary students may be allowed to take part in activities outside. Masks are recommended for students with particular sensitivity to air pollution.
175 -200	Students in EYFS, KS1 and KS2 will remain inside the school.
	Secondary students may be allowed to take part in activities outside.
200+	All students will remain inside the school.
	Inter-school sports may still take place for Secondary pupils, provided that permission is received from their parents. Outside events such as Pumpkin Palooza or Fairs will be moved indoors.
250+	All outdoor activities cancelled – including matches and day trips.





## SECTION 3 PARENTAL INVOLVEMENT

### Parents as Partners

Our home/school partnership is essential to ensure that your child gains maximum benefit from his/her school experiences.

Here at Britannica, we believe that parents are the very first educators in a child's life. Parents play a crucial part in supporting good behaviour in school and we welcome and value your support in setting high expectations.

#### Helping in the Classroom

There are times in the year when an extra pair of hands is invaluable, especially with the more practical activities. The form teacher will usually liaise with the class representative when seeking help from parents.

#### Helping on School Trips

Each term there are trips for the children that take them out of school. These trips enhance the learning that takes place in the classroom. In order to maintain a safe ratio of adults to children, parent helpers are often welcome. Please let your form teacher know if you are able and willing to help.

#### Sharing Knowledge with the Children

At times parents have come into school to speak to either one or two classes or children from the Pre Nursery to Reception. For example, the children have enjoyed listening to presentations on healthy eating from a parent who is a dietician, have been shown religious art effects from a parent who is Jewish and have been introduced to a newborn baby and learnt about what is like to care for a baby.





## Friends of Britannica

'Friends of Britannica' is a parent-led group supported by the school. 'Friends of Britannica' recognise the vital role that parents play in supporting their children's learning. The basic principle of 'Friends of Britannica' is the desire to enrich children learning experience across the whole school. These parents are actively involved in event planning and organisation across the whole school and informing parent views and suggestions. Every parent is welcome to participate.

To get in contact with the group, please contact The Principals PA.

### Parent Focus Groups

Parents are invited to meet with the Senior Leadership Team termly and represent the parent voice within the school. The meetings are chaired by school's Principal Mr David Goodwin and any parent who is interested in the particular topic is welcome to join. The main purpose of the groups is to provide constructive feedback to the school while acting as a 'sounding board' for future decisions on school policy. Although school policies are not decided in these meetings, discussions are considered and parents are consulted and listened to so that the school has a range of views and feedback before making any policy decisions.

What sort of things will be discussed at the meeting?

There will be an open agenda – so if it needs discussing it will be discussed.



## Friends of Britannica

To receive the date and topic of the next Parent Focus Group meeting, please contact the Principal's PA.

### Mobile Phone and Cameras

We kindly ask you not to take photographs of children during the school day. We allow parents to photograph or video school events such as shows or sports day using mobile phones. But we insist that parents do not publish images that include any children other than their own on any social networking sites.

If you would like more information on the use of cameras and mobile phones in school please do ask for the policy.

### Supervision

Britannica school has a duty of care in respect of pupils in its charge during school hours and, as such, has taken reasonable steps to ensure the safety of all pupils. Parents are expected to provide supervision for EYFS children on school premises before or after normal school hours if they arrange their own transportation.



## Notes:

*Recommend a friend to Britannica.*



*And win an exclusive gift pack.*

Britannica is an amazing community with friends from around the world caring for each other. We couldn't have built such a big family without your help. Therefore, we encourage you to recommend your friends to us, and together, we'll forge a better community for our children.

Parents who make successful recommendations exclusively through this QR Code will be awarded with a premium gift pack.

*Scan the QR Code to learn more*





**Britannica International School**  
Shanghai  
an Orbital Education School



**BRITANNICA INTERNATIONAL SCHOOL, SHANGHAI**

上海不列颠英国外籍人员子女学校

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