



Britannica International School  
Shanghai  
an Orbital Education School



# PRIMARY 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 Primary 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.

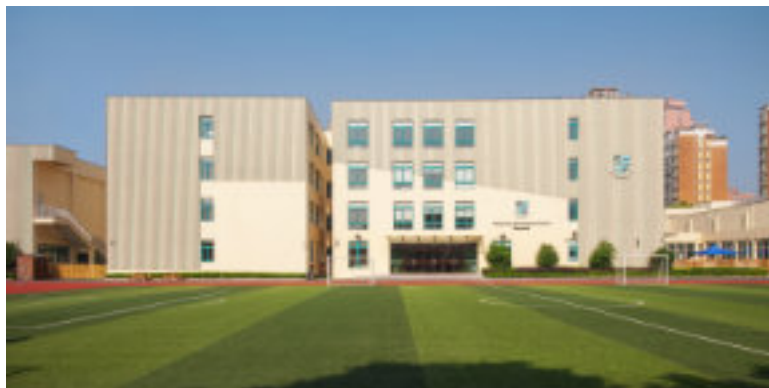
The sections in this handbook will be reviewed regularly and updated occasionally and you will be informed about the changes made in your handbook by email. We hope you find our handbook clear and informative. Please feel free to contact us for any further information, or with any suggestions for improvements.

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 Primary

Welcome to Britannica International School, Shanghai, Primary School.

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 English National Curriculum, providing a curriculum full of activities and learning experiences that inspire your child to learn.

We are also committed to providing appropriate opportunities for the development of your child's spiritual, moral, social and cultural values. This is achieved through both the ethos of the school and the curriculum and will be undertaken in partnership with you, the parents, taking account of the individual needs of our pupils and the views of parents.

Our school welcomes and encourages diversity and individuality while emphasizing our common commitment to moral values such as honesty, respect for others, compassion and justice.

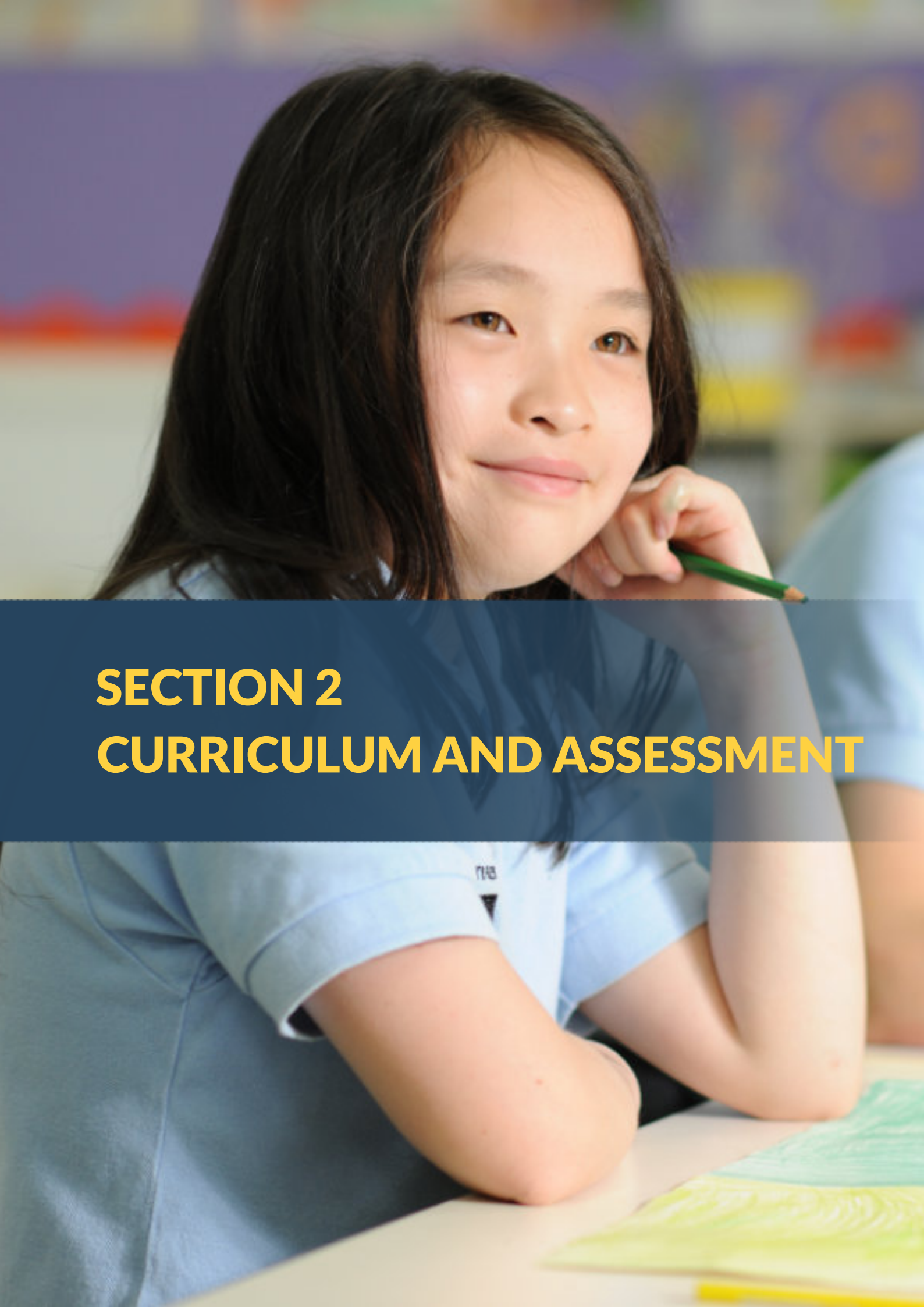
Our staff are all qualified and experienced and work tirelessly to ensure they get to know your child and develop them as well-rounded learners.

Our classrooms are stimulating and interactive to create an atmosphere that is both caring and challenging.

Our environment provides a place for your child to thrive as a learner and come to school every day with a big smile on their face.

**Miss Katherine Mustoe**  
Head of Primary





## SECTION 2 CURRICULUM AND ASSESSMENT

### The English National Curriculum

The English National Curriculum lies at the core of our educational programme; with the high academic standards that it represents and the world recognised external examinations that it leads to. The curriculum sets out in some detail what must be taught in each of the subjects. At Britannica International School, Shanghai, subjects are largely taught by your child’s Form Teacher who also has responsibility on a daily basis for the pastoral care and social development of your child.

#### Teaching and Learning

At Britannica, we emphasise a personalised approach to education and recognise the need to adapt and be creative with our curriculum, teaching and pupil learning so that we meet the needs of individual students.

Our teaching methods recognise and reflect the fact that each child is an individual with his/her own aspirations and aptitudes. In promoting active learning, we recognise the importance of ensuring that learning experiences are stimulating and challenging. Our aim is to make learning relevant and meaningful and to promote enthusiasm for life-long learning.

Not all pupils do the same work at the same time. Within any class and across the curriculum, our teachers regularly allocate tasks that are set at different levels of difficulty. The aim is to challenge all pupils while at the same time giving them work that is within their capabilities so that each child experiences success. There are circumstances when all pupils in the class are given the same task. In these situations, teachers will have different





## The English National Curriculum

expectations of different pupils based on their knowledge of individual children's strengths and needs.

Attainment and achievement are continually scrutinised and reviewed annually by the school to ensure standards are maintained or improved. All children are given opportunities to develop skills for learning, skills for life and skills for work.

At the beginning of each term, Curriculum Overviews for each year group are placed on the school website. These cover all areas of the curriculum and will provide you with more detail about what your child will be learning during that term. To receive further details about the curriculum and learning objectives for your child's year group, please contact your child's class teacher directly.



## Primary at Britannica

Primary at Britannica consists of two Key Stages; Key Stage One which is for children 5-7 years old and Key Stage 2 which is for children 7-11 years old.

<b>Key Stage</b>	<b>Year Group</b>	<b>Student Age (on the 1<sup>st</sup> of September)</b>	<b>Number of adults per class</b>
<b>Key Stage 1</b>	Year 1	5 years old	1 Teacher, 1 Teaching Assistant
	Year 2	6 years old	
<b>Key Stage 2</b>	Year 3	7 years old	
	Year 4	8 years old	
	Year 5	9 years old	
	Year 6	10 years old	

### Staffing

At Britannica we have many experienced staff ready to develop your child's learning. You can find out more about our teachers on the school website and your child's Form Teacher will also share with you their teaching background and experience in their welcome letters.

The Head of Primary and Deputy Head of Primary oversee the teachers, Teaching Assistants and classes from Years 1-6.



## Primary at Britannica

### Primary School Hours

<b>8:20 am</b>	School day starts and registration in Form classes
<b>8:40 am</b>	First lesson begins
<b>10:00 - 10:20 am</b>	Morning break and snack
<b>11:40 am - 12:30 pm</b>	Lunch break for Key Stage One
<b>12:20 - 1:10 pm</b> <b>(1:00 - 1:50 pm)</b>	Lunch break for Key Stage Two (Lunch break for Year 6 on Wednesdays and Thursdays)
<b>3:00 pm</b>	Classes finish School finishes on Wednesdays
<b>3:00 - 4:00 pm</b>	After School Activities (ASAs) on Mondays, Tuesdays, Thursdays and Fridays

Please note Key Stage 1 children also have an afternoon snack and this is provided at an appropriate time in the afternoon at the discretion of the class teacher.

Your child's Form Teacher will be able to provide you with an individual timetable.



## Key Stage One

In Key Stage One, we encourage your child to experience their learning in a purposeful and meaningful way. Your child will be engaged in a variety of subjects and experiences throughout the year that allows them to be academically and socially prepared for the next year group or Key Stage.

In Key Stage One, there is a special emphasis on developing English (including Phonics) and Maths, ensuring that the building blocks in your child's learning in these core areas are developed. We teach other subjects through our topic themed lessons that include Geography, History and Science as well as Computing lessons.

We also teach Art and Music to further ensure your child receives a creative curriculum that is inspiring.

Your child will also attend PE lessons once a week by specialist teachers who develop your child's sports skills and teamwork.

The programme of study in each year group is carefully planned to provide links between a range of subject areas in order to provide real-world contexts and empower your child to be active in their learning.





## Key Stage One

### Phonics

At Britannica, we follow 'Letters and Sounds', which is a fun phonics programme that begins with a focus on listening skills and sound-making in phase one. The teaching of systematic synthetic phonics begins with phase two, where children start to be taught the relationship between written letters and sounds. Children use a multi-sensory method which is great fun and very motivating for children. In Key Stage One, children are grouped across their year groups so that they are taught the relevant phase in their daily phonics lessons. Phonics workshops will be provided during the year to inform parents in more detail.



## Key Stage Two

In Key Stage Two, we continue to place a strong emphasis on the core subjects of English and Mathematics, but also provide a broader learning experience, encompassing subjects such as Science, History, Geography, Computing, Art and Music to ensure your child receives a stimulating and creative curriculum and all year groups attend PE lessons. In Year 6 children are taught Drama and Media Studies. Similar to Key Stage One, the programme of study is carefully planned to provide links between subject areas in order to provide real world contexts and empower children to be active participants in their learning.

### Personal Social Health Education (PSHE)

At Britannica, we nurture a whole-child philosophy where children are encouraged to take risks, acknowledge areas to improve on and cultivate their intra and interpersonal skills, all in a safe and inclusive environment. A newly adapted Personal Social Health Education (PSHE) programme for Britannica based on the English National Curriculum guidance enables your child to further develop positive character traits and learn how to understand and respond to sensitive situations as they arise.

Children have weekly PSHE lessons, although these areas are also included across many areas of the curriculum.

At Britannica, we pride ourselves in offering children a breadth and depth of ways of learning. This not only happens in your child's form room but also within our range of specialist's lessons offered to our children.





## Specialist Lessons

### Mandarin

#### Key Stage 1 Mandarin

In Key Stage 1, Mandarin is offered to children with a range of different learning backgrounds.

The native programme is for children who are from a native Chinese-speaking background. Our curriculum is adapted from China's national curriculum for Chinese Language and Literature, to suit the needs and background of the Mandarin First Language learners at Britannica while ensuring that they are studying to a high standard. We use an adaptation of the local Chinese textbook as our primary resource. Children learn to use Pinyin as a tool to learn characters and then learn the strokes and correct stroke order for composing Chinese characters.

In the non-native class, children learn to maintain simple conversations on a variety of topics through games, role plays, songs, rhymes, stories and picture books. Children are introduced to the basic strokes and a few simple Chinese characters to begin learning about the written form of the language, which will facilitate their formal study of Chinese characters at an older age.

Non-native children who have already acquired fluency in oral communication will follow a programme that provides them with the opportunity to develop their literacy ability in Mandarin while continuing to develop their speaking proficiency.



## Specialist Lessons

### Key Stage 2 Mandarin

In Key Stage 2, children who are learning Mandarin as a Foreign Language are placed in groups that best suit their learning experience and needs, from beginners to experienced learners. The curriculum enables students to develop their Mandarin proficiency in all four language areas: listening, speaking, reading and writing. Students learn Mandarin in a communicative way which enables them to communicate effectively and confidently.

The native classes are for children who are from a Chinese-speaking background. We use the local Chinese text books and our curriculum is adapted from China's national curriculum for Chinese Language and Literature, to suit the needs and background of the Mandarin First Language learners at Britannica while ensuring that they are studying to a high standard. Students further develop their key literacy skills in KS2, which prepares them well for literature study in secondary school.

### Native Languages

We also offer the opportunity for your child to learn their native language at Britannica. We currently have native and specialist teachers teaching pupils from Years 1-6 Mandarin, French, Spanish, Japanese, Korean, Hebrew and Italian.

### Foreign Language Programme

Pupils in Years 5 and 6 have the opportunity to learn Spanish as a foreign language for two lessons a week.





## Specialist Lessons

### Internationalism

As part of our aim to ensure our pupils are active global citizens, pupils in Years 1-4 also attend Internationalism lessons. These lessons ensure that our children and young people will be able to play a full and active part in society – politically, socially, economically, environmentally and culturally, and understand their role within the wider world and be an active global citizen.

At Britannica children from different cultures learn to enjoy, work and play together in a truly international setting. We aim to develop the concepts of global citizenship and internationalism in all our students through curricular programmes and extra-curricular activities across all key stages.

We expect, want and aim for all of our children to respect and care for those of other cultures, to understand their responsibility to the world and to have the confidence to face challenges in a multi-cultural society.



## Specialist Lessons

### Physical Education (PE)

Our Physical Education (PE) classes are fun, active and have an emphasis on participation.

The skills acquired in PE will improve your child's physical fitness, strength, agility, balance and coordination while they participate in sports such as Football, Basketball, Netball, Tennis, Athletics, Badminton, Swimming, Gymnastics, Hockey, Volleyball, Rounders and Rugby. This gives your child the lifelong skills they will need for an active and healthy life and to pursue sports that interest them if they wish.

PE is built into the school timetable for all year groups from Pre-Nursery all the way up to Year 11. In addition to the main school timetable, students also have an opportunity to select additional sporting activities as part of our School Teams or After School Activity programme and take part in inclusive school events such as Sports Days and swimming galas. If you have any further questions or require any further information, please contact the school's sports department.





## Specialist Lessons

### Expressive Arts

In terms of confidence building, the opportunity to perform on stage in front of an audience is second to none! Our Expressive Arts programme which delivers Art and Music encourages and helps your child express themselves creatively and nurtures individual talent.

Whilst not every pupil will go on to work professionally as a musician, visual artist, actor or dancer – the excellent foundation that these subjects provide allows your child to work towards their artistic aspirations. Our small school ensures that an inclusive policy is always possible, with every child having the opportunity to be a member of the orchestra, cast or choir if they so wish. Regardless of past knowledge or experience, all students have dedicated Expressive Arts curriculum time. In Primary School, specialist Art and Music lessons are offered from Year 1 and specialist Art, Music and Drama lessons from Year 6.

### Junior and Senior Learning Centres

We have two inviting and welcoming Learning Centres which hold our school libraries where pupils spend one lesson each week with their teacher and our dedicated Librarians. In these times your child will learn about how to use the library and have ample opportunity to borrow books and read with their friends and teachers.



## Specialist Lessons

### EAL (English as an Additional Language)

The key purposes of EAL at Britannica are to allow all pupils to:

- *Learn English language acquisition skills and strategies.*
- *Develop communication skills.*
- *Acquire and develop English language skills through curriculum focused classes.*

It is our aim to deliver the best opportunities for all learners, including those pupils whose first language is not English. Pupils are taught the full curriculum in mainstream classes, with immersion being the primary model to develop language acquisition. This means that all pupils have full and equal access to the whole curriculum.

The employment of specialist EAL teachers, along with experienced classroom practitioners, means a supportive and purposeful learning environment, focused on developing English language skills, is created. Through continuous collaboration, focused and effective teaching and learning strategies are developed to best support our EAL learners.

It is recognised that all teachers at Britannica are 'EAL teachers' and the inclusion of language acquisition strategies should be paramount to teaching and learning, across the school.

We have additional withdrawal sessions for students in Years 1-6 in Primary to support language acquisition, with a specialist EAL teacher.





## Specialist Lessons

### Support For Learners

Our school policy is to support pupils with additional learning needs alongside their peer group in the normal classroom setting. The close nurturing environment at Britannica means that all pupils have the care and support that they need to be effective and happy learners and that good communication between home and school is always maintained.

All Primary pupils are supported in the classroom with our fully qualified and experienced teachers and teaching assistants. Pupils with particular needs will be working their way through an individualised teaching programme to help them build up confidence and skills in the areas that they need to then fully access the core curriculum alongside their peers. We recognise that each child is an individual, so our class teachers largely cater for these individual needs within their lesson planning and as they design and allocate pupils to various class activities, as should be expected in quality British Education.

If you have any concerns about your child's education, it is best to share them with your child's class teacher first. The Form Teacher is the person responsible for the overall pastoral care of all pupils in their registration group and is often the best point of call for all parent inquiries about your child.



## Homework

The purpose of homework is to allow your child to practise and consolidate the work done in class as well as allowing preparation for future class work.

### Key Stage 1:

- In Year 1 approximately 10 minutes of Maths homework and 10 minutes of English homework will be set per week.
- In Year 2 approximately 20 minutes of Maths homework and 20 minutes of English homework will be set per week.
- Pupils will also be issued with spellings to practise for their test each week.
- Pupils are encouraged to read for at least 10 minutes each day and record it in their reading record within their communication book.

### Key Stage 2:

- Approximately 30 minutes of Maths homework and 30 minutes of English homework will be set per week.
- Pupils will also be issued with spellings to practise for their test each week.
- Pupils are encouraged to read for at least 20 minutes each day and record it in their reading record within their communication book.





## Assessment

The overall purpose of assessment is to support learning. Staff at Britannica use a variety of formative assessment strategies in teaching the children how they can improve upon their current standards of work. This applies to all pupils, regardless of ability and ensures that opportunities to progress and achieve are fair and inclusive. It acknowledges that children and young people progress and achieve in different ways and at different rates. Teachers set realistically challenging targets for their pupils, helping to ensure that the pace of learning is appropriate for all pupils.

Our Form Teachers carry out the continuous assessment as part of their daily practice to ensure that learning activities are meeting the needs of their pupils and extending and developing learning. Assessment information is used to track pupils' progress, inform planning and direct future learning and teaching activities. It is also used for reporting purposes e.g. reporting to parents.

### GL tests

Britannica uses GL standardised assessments (Performance Indicators in Primary Schools) once a year for each Year Group throughout the Primary School. These assessments provide quantitative data to support other sources of assessment evidence, resulting in the fullest picture of progress in learning for individual children and our school compared to the students' levels and abilities in the UK and internationally. All Primary pupils take an English and Maths GL test on entry into the school and then again in the Summer term. Pupils in Key Stage 2 also sit a Science GL test. Once the tests have been marked and analysed, these results are shared with parents.



## Leadership and Behaviour Management

Britannica recognises its responsibility in developing its learners of today into leaders of tomorrow. Whether it is leading from the front or being an effective team player, the development of good leadership skills is essential for all Britannica pupils. We have developed a leadership programme that runs throughout the school and aims to offer an opportunity for all students to be able to find a leadership role that suits them.

We encourage our Primary School pupils to take responsibility, where appropriate, within the school. This allows them to have a say in aspects of the ongoing, day to day work and life of the school and to see that their views are being listened to and acted upon. Pupils realise that they can make a difference and bring about improvement. Some of the ways that we do this are School Council, and, leadership roles related to Sports, Library and equipment.

### Behaviour and Rewards

Positive Behaviour Management is a vital component in helping Britannica to achieve its aims and values. Our Promoting Positive Behaviour policy also provides our pupils with the boundaries and rules that they need in order to fulfil their potential and contribute to the wellbeing of others.

Discipline is essential to good learning situations. The general aim of our school is to provide an atmosphere of mutual respect and collective responsibility. Pupils, parents and teachers all have an important part to play in achieving this atmosphere. The rules of the school are of a common sense nature, bearing in mind the interest and safety of all concerned.

We take a positive approach to promote responsible behaviour. We recognise and praise good behaviour, effort and application through the use of certificates, stickers, public display etc. 'Star of the Week' certificates are presented to individual children for effort and special achievements at our weekly assemblies. We also have House Point certificates for children.



## Leadership and Behaviour Management

### Classroom Behaviour Policy

Evaluations have shown that promoting positive behaviour and attitudes do have a significant impact on pupils' social skills and behaviour, but this doesn't happen overnight. While we are confident that these approaches will work for the majority of pupils, we have taken the precaution of putting in place a system in Primary School based on traffic lights which will be used if a child does not respond positively to the above approaches. These are placed prominently in the classroom along with a visual reminder of the steps for both teachers and pupils.

<b>Step 1</b>	If a student is unable to follow the classroom rules, the student is given the first verbal warning by the class teacher to stop the negative behaviour.
<b>Step 2</b>	If the negative behaviour persists, the student is again asked to stop and a second verbal warning is given. (At this point their name is moved to Orange).
<b>Step 3</b>	If the student continues to disrupt learning and is unable to follow the class rules, the student is moved within the classroom so that they can continue their work and not disturb others. They are also given a verbal warning.
<b>Step 4</b>	If the student continues to display negative behaviour, they are moved to Red.  If appropriate, the student should be sent to a different classroom nearby with their work. At the end of the lesson, the student should return their work to the class teacher and continue to their next lesson. A loss of free time is organised as a consequence for poor behaviour.  A note is made in their communication book.
<b>Step 5</b>	If the student continues to display negative behaviour in the new classroom and disrupts the learning of other students, then they are sent straight to the Deputy Head of Primary or Head of Primary. The Deputy Head of Primary or Head of Primary will decide on the appropriate consequence.
<b>Persistent Behavioural Issues</b>	Every time student behaviour reaches Step 5, the incident is recorded on student data and thus communicated to the Head of Primary and Form Teacher. If this happens three times or more in a half term, the Deputy Head of Primary or Head of Primary will contact parents to ask them to come in.  Behavioural targets will be set and behaviour will be monitored through a behaviour report card.

## Transitions for Current Students

We understand that transitions, especially from Early Years to Primary School and from Primary School to Secondary School, can be anxious times for both you and your child. At Britannica, we have arrangements in place to support the different transitions and these are outlined below.

### Transition to Primary School

In order to support and ease the transition into Year 1, we arrange a series of induction events/meetings for you and your child. These events are planned to allow you and your child to become familiar with the school building, to meet staff, to meet with the other children and to find out about life in school and what you can do to support your child's transition into Year 1.

Our prospective Year 1 pupils also have the opportunity to come into class for a series of induction sessions. This allows the children to begin to get to know their classmates as well as familiarising themselves with the school buildings and classroom routines.

### Transitions Between Stages

For some children, the thought of moving onto their next class/teacher can also be an anxious time. Again, we have structures in place to support these transitions. Teachers share planning and work together on school improvement projects helping to ensure a commonality of expectations and approaches. Time is also arranged for teachers to hand over information regarding the learning needs of the pupils transferring from class to class, including an





## Transitions for Current Students

assessment folder. There are also various opportunities throughout the year for children to work on joint projects e.g. House activities and other special events, which help to ensure that the children have opportunities to work with other staff and pupils.

### Transfer to Secondary Education

An induction programme for Year 6 pupils is in place to help ease the transition into Year 7 which is the first year of the Secondary School.

Towards the end of the academic year, Year 6 pupils spend some days in Secondary School classrooms. During the summer term, Year 6 pupils also participate in After School Activities with the Secondary pupils and attend some of the Secondary Assemblies.

Information about our Year 6 pupils is shared with teachers in Secondary School to help support appropriate continuity of education. Parents also have the opportunity to attend information events where information will be shared and questions can be asked. Further information about the Year 6 to Year 7 induction is communicated to parents during the Spring term of each year.

If you have any particular concerns regarding transitions, please make an appointment with your child's Form Teacher.



## Residentialials

Every year, pupils in Years 4-6 have the opportunity to attend a three night residential trip in China during the Spring term.

These trips are a wonderful opportunity for children to broaden their knowledge, skills and experiences out of the classroom and away from home.

We have successfully run trips to Nanbeihu and Anji with our external provider, Insight Adventures.

We hold an information event for parents prior to the trip. If you would like more information about this please contact your child's Form Teacher.





## School Uniform

At Britannica, we require all pupils to wear school uniform. This helps to instil a sense of pride and team spirit within our school. School uniform can be purchased in cash at the uniform shop at the school campus during the school opening hours.

All items of uniform and water bottles brought to school need to be clearly labeled with your child's full name.

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

Please note:

- At different times of the year, due to the changeable nature of weather conditions, your child may need to be provided with appropriate outerwear and footwear.
- Nail polish, large jewellery or excessive hair accessories are not allowed to be worn with the school uniform. Students who have pierced ears and need to wear earrings should wear studs as opposed to hoops or dangly earrings.
- P.E. kit items should be kept in a gym bag. With regard to safety, the wearing of jewellery is not permitted during PE lessons. If your child (boy or girl) has pierced ears, please ensure that he/she can remove and replace earrings by themselves.
- Pupils who are/become members of the school's representative teams may be requested to purchase additional uniforms/sports gear that is appointed by the school.
- The school provides all the books and equipment that your child will need to use in school. However, many children like to bring their own pencil case and equipment. We would suggest the following pencil case contents – a pencil, a ruler marked in centimetres, a rubber and some colouring pencils.



## Communication with Parents

Communication with parents is very important for us at Britannica. To ensure we work closely with you as parents here at Britannica the following demonstrates how we communicate about school events, weekly news and 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 to 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 termly communication book by the class teacher to provide communication between parents and staff. Your child's Form Teacher will also inform you each week about what your child has learnt and will be learning.

### Newsletter

We publish a whole school 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 parents' evenings, upcoming events, important updates about the school and much more.



## Communication with Parents

### Website

You can find out more information about Britannica and all previous links to the past newsletters, a calendar, lunch menus, staff information, curriculum information and any new news on our school website at [www.britannicashanghai.com](http://www.britannicashanghai.com)

### Email

All class teachers are contactable via their school emails and will respond as soon as they can.

### Parents' Evenings

Each term you will be invited to an official Parent-Teacher meeting where you will have the opportunity to discuss your child's progress with the Form Teachers. Times and dates are sent out via email and letters and we encourage you to sign up for a time slot.

### Reporting

In Primary, you will be given three reports throughout the year. These reports are written by Form Teachers and Specialist Teachers officially documenting your child's progress and learning throughout the year.



***With the best of British education,  
there's always a cause for celebration.***



## General Information

### Drop off and Pick up Procedures

Your child's safety is of high importance to us at Britannica.

School starts at 8:20 am and pupils should not arrive at school more than 20 minutes before the start of the school day. School transport also aims to drop off pupils no more than 20 minutes before the start of the school day.

Primary children should stay on the outdoor field to wait for the start of the day at 8:20 am. Two members of staff will be present on the outdoor field for supervisory purposes between 8:00 and 8:20 am. If it is wet weather or high AQI the pupils will go to the canteen until they are collected by their teachers at 8:20 am.

In line with Britannica's Safeguarding Policy, all parents are required to wear an entrance pass badge while in the campus. Parents arriving without their own badge to the school will be asked to sign in as a visitor and wear a visitor's pass badge.

If you are dropping your child off between 8:20 am and 8:40 am and other pupils have already gone inside the classrooms, your child should go to his/her classroom directly. Students arriving late after 8:40 am should go to the reception desk in the school foyer first to be registered with the receptionist before going to his/her classroom.

School finishes at 4:00 pm for children staying for After School Activities (except Wednesdays which are 3:00 pm for all students).



## General Information

### 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 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 a 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 your child will 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 your child 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.



## General Information

### After School Activities

We pride ourselves in being able to offer children an extensive After School Activities programme. All Primary students can participate in our after-school programme which takes place four days a week on Mondays, Tuesdays, Thursdays and Fridays. 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 your ASA activity coordinator.

### Meals and Refreshments

At Britannica, your child will have their school lunch with their year group supervised by Primary 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)



## General Information

Snacks are provided twice daily for Key Stage 1 and once in the morning for Key Stage 2, 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.





## General Information

### 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.

#### **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.



## General Information

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.

### 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.



## General Information

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.

### 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 is 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



## General Information

act in "loco parentis". It is important that emergency numbers are correct and that the school is advised immediately of any changes.

### 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, Shanghai 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, Shanghai has stringent and robust safeguarding procedures and arrangements in place.





## General Information

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.

### 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 below the policy for when your child will have the indoor play if the Air Quality Index is too high.

Procedures to be followed according to AQI reading

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.



**Recommend a friend to Britannica.**

**And win an exclusive gift pack.**

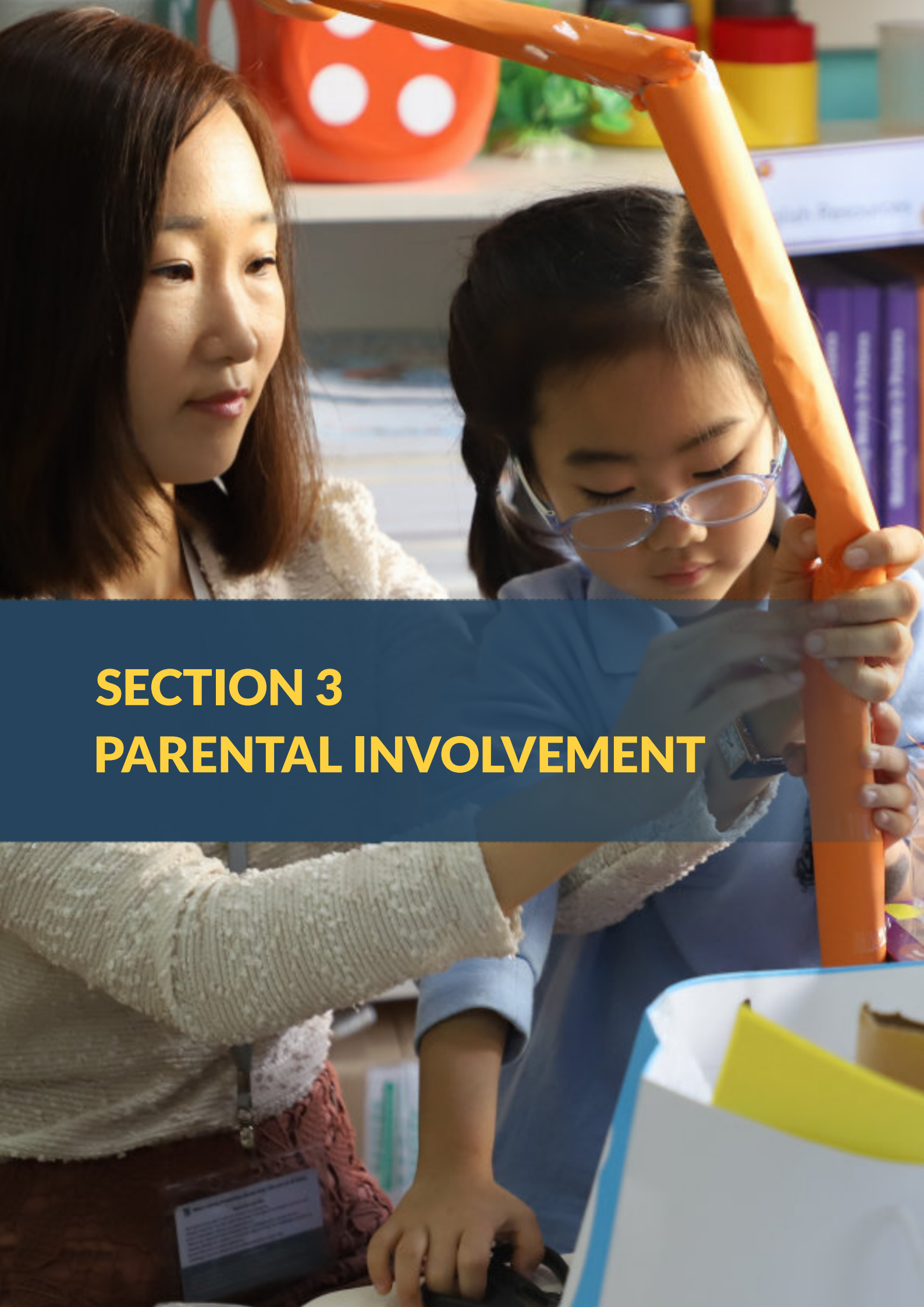
Britannica is an amazing community with friends from around the world caring for each other. We couldn't have built such a big family without your help. Therefore, we encourage you to recommend your friends to us, and together, we'll forge a better community for our children.

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





## 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.

#### Sharing Knowledge with the Children

At times parents have come into school to speak to either one or two classes or children from Primary. We have a duty to ensure that this is beneficial for the children and relevant to their learning. If you would like to share knowledge with the children, please contact your child's class teacher.

'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 Principal's PA, by email at: [pa@britannicashanghai.com](mailto:pa@britannicashanghai.com).





## Friends of Britannica

### 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 the 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.

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



## Friends of Britannica

### 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 International School, Shanghai 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 Primary children on school premises before or after normal school hours if they arrange their own transportation.





**Notes:**

**Notes:**



**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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**LINKEDIN: [www.linkedin.com/company/13255614](http://www.linkedin.com/company/13255614)**

